KDP UPLOAD INSTRUCTIONS

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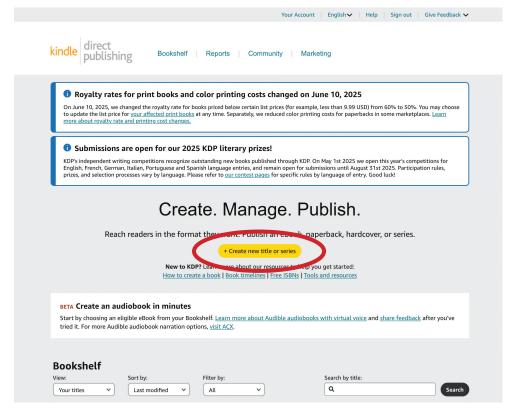
SENECA AUTHOR SERVICES

Getting started...

Go to kdp.amazon.com to access your KDP Bookshelf.

(Note: If you have not created your KDP account, your screen will look different. You'll click "Join" and follow the prompts to create your account.)

Click the yellow button: "+ Create new title or series" (circled in red below).



Once you have uploaded your book, the Bookshelf will display all your titles, and their status ("In Review", "Live", etc.).

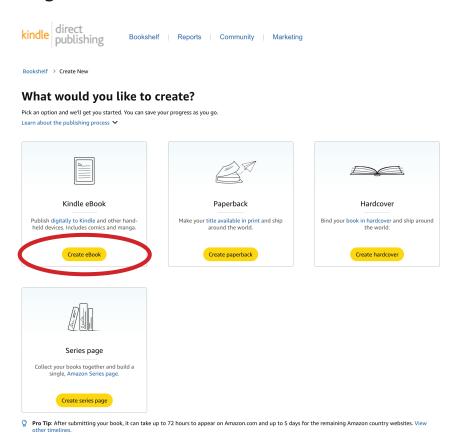
The links at the top: Bookshelf, Reports, Community, and Marketing, help you navigate your KDP account.

Reports are where you track your sales for both print and ebooks.

Community is where you find forums for KDP users. You can read past discussions, or initiate a new conversation.

Marketing is where you can enroll your book in KDP Select, run price promotions, run Amazon ads for your book, and more.v

Getting started (continued)...



The print version(s) will come after the Kindle version is complete. The reason to begin the process with the Kindle book is because there is a spell check of the manuscript carried out, whereas no spell check is conducted of the paperback or hardcover versions. If the spell check comes back with errors, they can be corrected easily for both ebook and print. If the print manuscript were already uploaded, you'd have to wait until it was published before you made a change.

Tab 1 — Kindle eBook Details

In this first tab "Kindle eBook Details", select or fill out the following:

Language — Select English or an applicable language

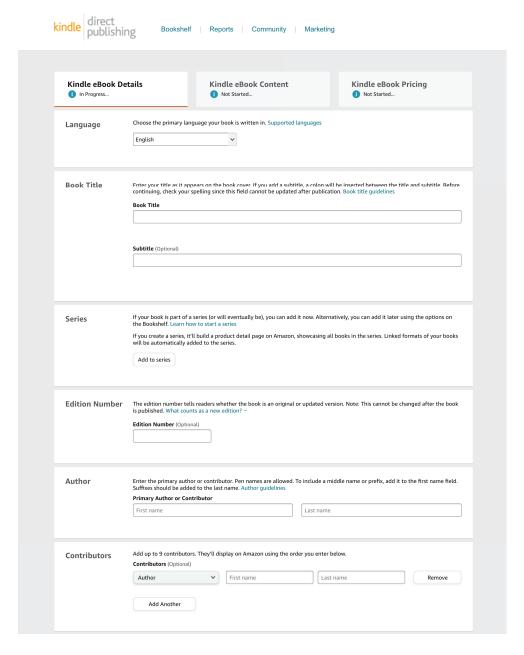
Book Title + Subtitle — Fill in the title + subtitle exactly as it appears on the cover

Series — If your book is part of a series, fill in the appropriate information. If not, you can ignore this button

Edition Number — Leave this blank if this is the first time publishing the book

Author — Your name, can be your real name or a pen name, exactly as it appears on the cover

Contributors — If applicable; typically you would only list co-authors or illustrators, not editors



Description — This is typically taken from the back cover of the print version

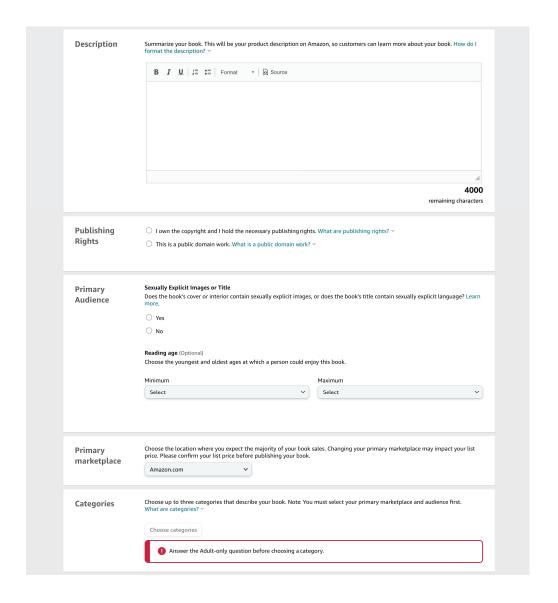
Publishing Rights — In most cases, you'll select "I own the copyright..." unless you're publishing a work in the public domain)

Primary Audience — Answer "yes" or "no" to whether there are sexually explicit images in the interior or if the title contains sexually explicit language

Reading age — This is optional and really only used if you're specifically writing books for children. Note that if you have written an "open door" romance, you'll want to click 18+ for the minimum reading age

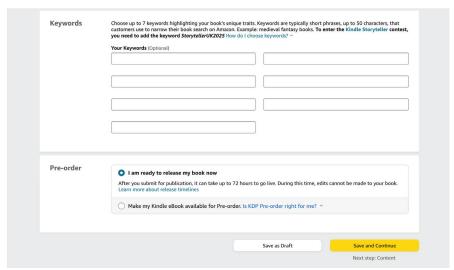
Primary Marketplace — If you're in the US, select Amazon.com. Click to select other countries depending on your location)

Categories — You can select up to three categories. Select categories, then applicable subcategories — possibly more than one — then placements



Keywords — Select up to seven keywords/short phrases that speak to larger themes within the book, or locations, types of characters, etc. Try to avoid using words that are in the book's description or title, or that appear in the categories. Consider these bonus words that potential readers are searching for.

Pre-order — If you're ready to release your book now, select the first button. If you are making your book available for pre-order, select the second option and fill in the release date.



When you've completed the first tab (eBook details), click the yellow "Save and Continue" button to upload the manuscript and cover. If you're not ready for the next step, click "Save as Draft" and return to this point when you're ready.

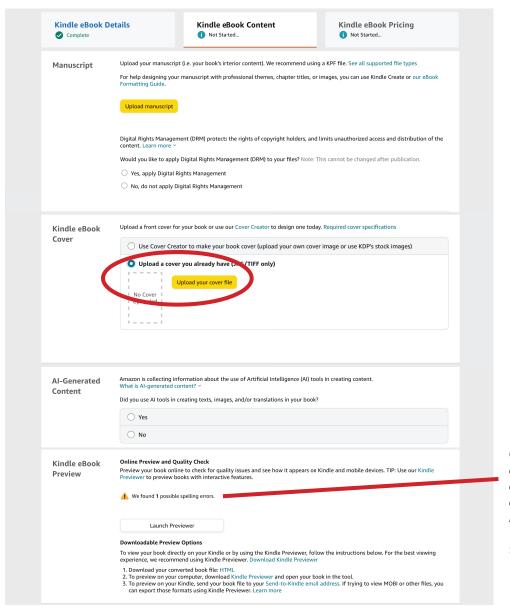
Tab 2 — Kindle eBook Content

Manuscript — Click the yellow "Upload manuscript" button to upload the manuscript, typically an EPUB or KPF file. In this section, you'll also choose whether to apply Digital Rights Management. DRM is designed to prevent your ebook from appearing on illegal pirating sites, but it is not typically effective at doing that. What it does is prevent legitimate buyers from reading your book on more than one device. For that reason, I recommend selecting "no" to applying DRM.

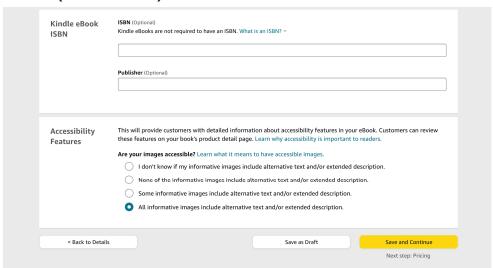
Kindle eBook Cover — In most cases, you'll have a cover to upload, so select the second button ("Upload a cover you already have") and then click the yellow "Upload your cover file" button (circled in red below).

Al-Generated Content — Click "Yes" or "No" if you used generative Al in the creation of your book. If you used Al-assisted software, such as for editing, you can click "No".

Kindle eBook Preview — Once the manuscript and cover files have been processed, you can click the "Launch Previewer" button to view the ebook.



Once you click the Previewer, you'll be able to see what the spelling errors are. You can ignore them or re-upload a corrected manuscript. Once you're happy with how the eBook appears, click "Approve" in the Preview window to be taken back to this tab.

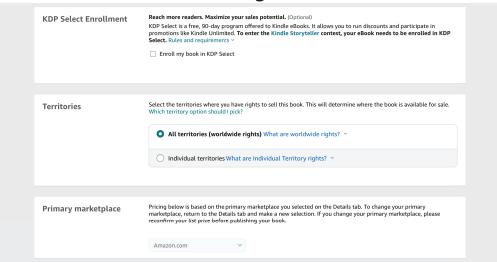


Kindle eBook ISBN — If you have an ISBN for your Kindle book, enter it here, along with the publisher imprint. It's not required, since Amazon assigns its own internal identification number to ebooks.

Accessibility Features — If you have images in your manuscript (substantive images, such as photos, charts, diagrams, etc., not ornamental images), select the appropriate option for whether alt text has been provided for the images. If your book contains no such images, select the first option.

Click the yellow "Save and Continue" button to advance to the third tab.

Tab 3 — Kindle eBook Pricing



KDP Select Enrollment — Click the "Enroll my book in KDP Select" if you want to make your book available to Kindle Unlimited readers. This is generally a good idea as long as you're not "going wide" and selling/distributing your ebook on any other platform besides Amazon. You must be exclusive to Amazon with your ebook while you're enrolled in KDP Select (it does not affect your paperback or hardcover books). KDP Select is a 90-day program, which renews automatically, unless you cancel it. You get paid approximately half a cent (US) for each page read.

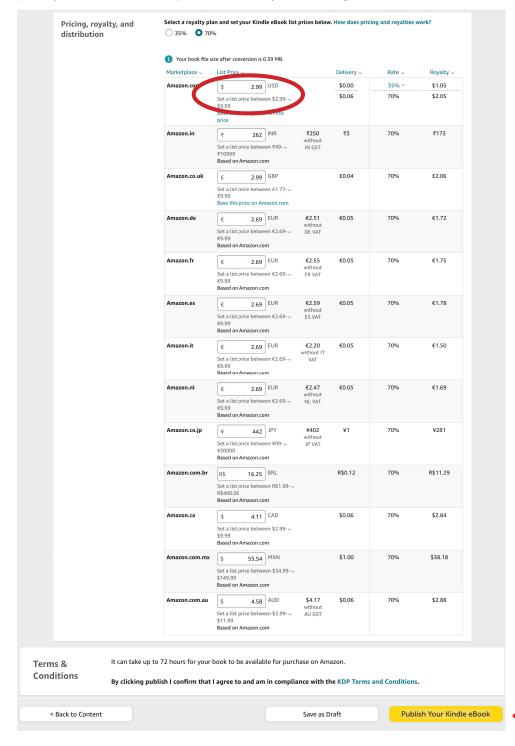
Territories — Typically you'll select "All territories (worldwide rights)"

Primary Marketplace — Confirm that you're in Amazon.com if you're in the US, or a different country as applicable.

Pricing, royalty, and distribution — First select the 35% or 70% royalty plan. If your book is priced between \$2.99-9.99 (US), you can select the 70% plan. Note that there is a delivery fee, which is usually minimal (in the example below, it's \$0.06). If your book is very image-heavy, you may need to choose the 35% plan, which does not have a delivery fee.

You can adjust the prices in the other marketplaces as needed, or let KDP calculate the pricing.

The price of \$2.99 below (circled in red) is an example only. You can insert whatever price you want, and the price can always be changed later.

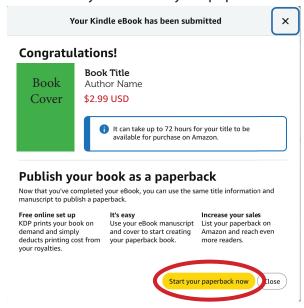


Click "Publish Your Kindle eBook" to submit your book to KDP. It will be in review status for approximately 24-72 hours, then released for publication.

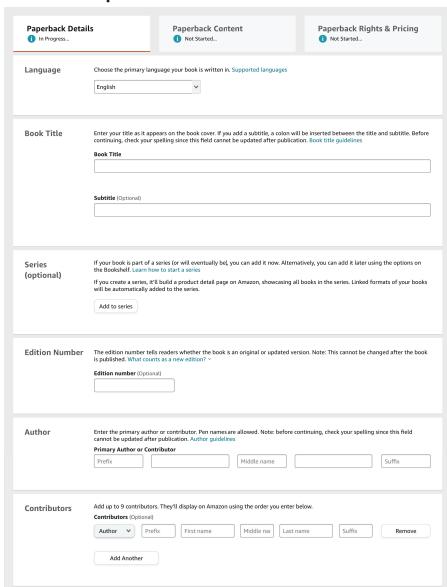
Congratulations!

Next steps... Uploading Your Paperback

Click on the yellow "Start your paperback now" button (circled in red below)

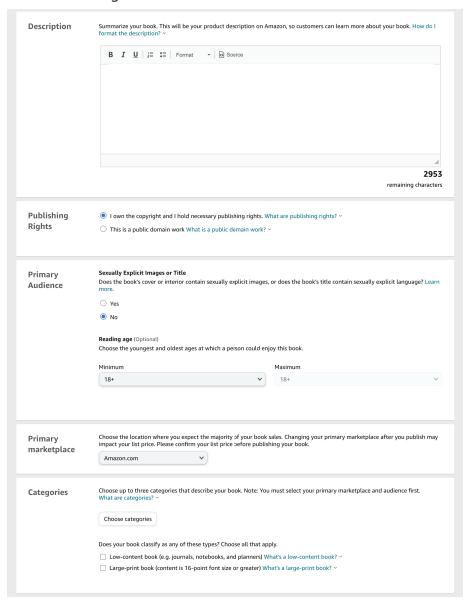


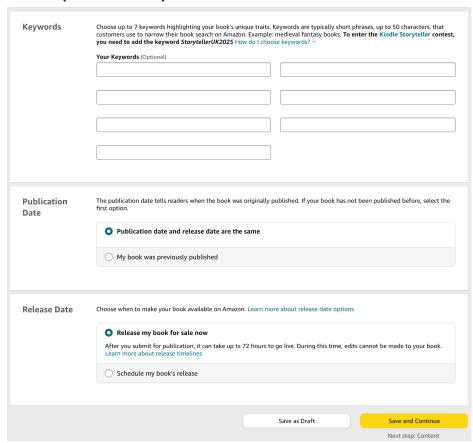
Tab 1 — Paperback Details



Most of the information from the Kindle book will carry over to the paperback, with the exception of the categories. Amazon uses different categories for Kindle books and print books.

Categories — Select the appropriate categories for your book like you did when uploading the Kindle book. You can have up to three categories (placements). Click "Save Categories" when finished.





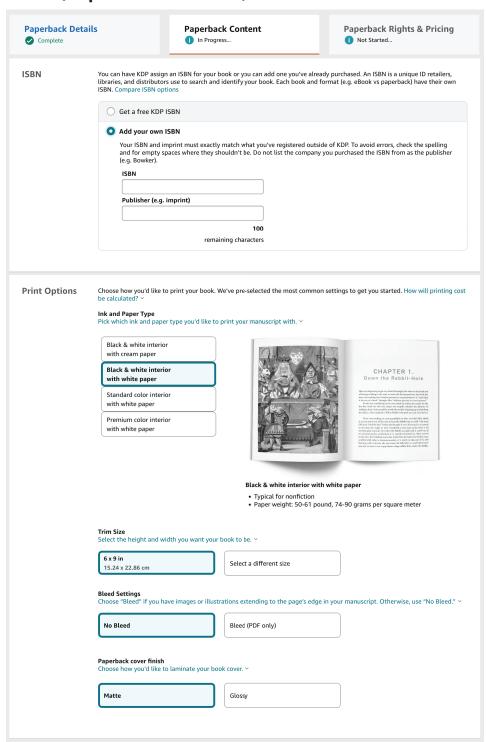
Keywords — Your keywords will carry over from the Kindle information you entered.

Publication Date — In most cases, you'll select the first option.

Release Date — If you're ready to publish your book now, click the first option. If you're scheduling the publication date in the future, click the second option (note that this is not a pre-order feature).

If you're ready to upload your manuscript and cover, click "Save and Continue". Otherwise, you can click "Save as Draft" and return to this tab later.

Tab 2 (Paperback Content)



ISBN — If you're using KDP's free ISBN, click the first option. If you have purchased your own, click the second option and enter the number in the ISBN field, and your publishing imprint in the second field (this is the name you obtained the ISBN under, either your name or a company name).

Print Options — Select the appropriate type of paper, trim size, bleed settings and cover finish. Note that the bleed setting is only if you have images in the interior of the book that extend to the edge of the page. If you don't have such images within the manuscript, select "No bleed".

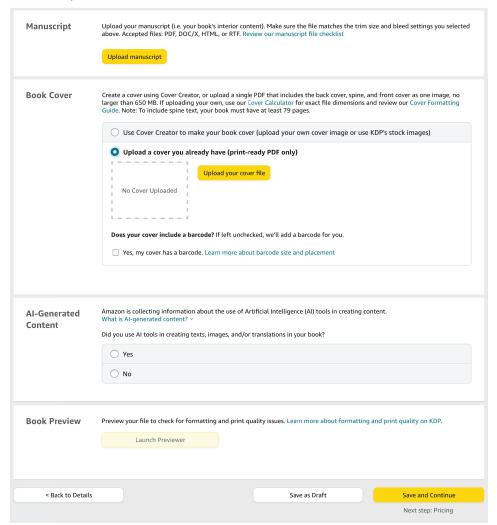
Manuscript — Click the yellow "Upload manuscript" button to upload the manuscript.

Book Cover — Assuming you have your own cover, select the second option and click the yellow "Upload your cover file" button. If you have a barcode included in your cover file, select "Yes, my cover has a barcode." Otherwise, leave it blank.

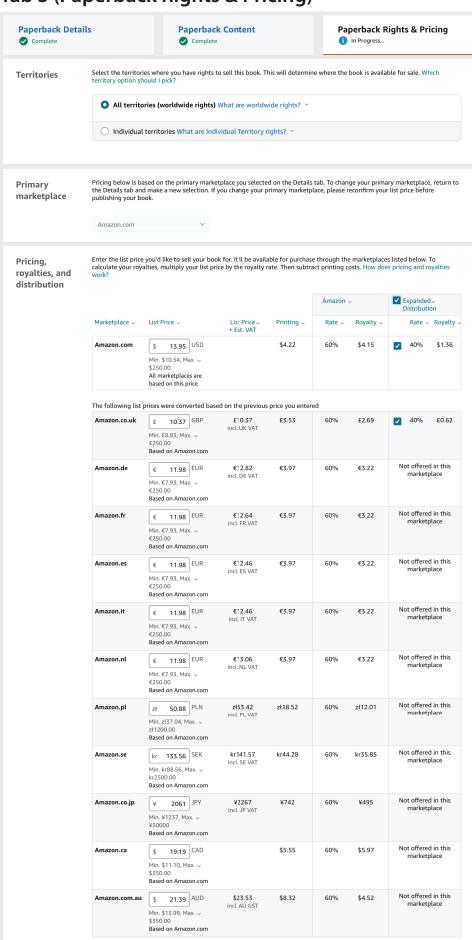
Al-Generated Content — Select the applicable option.

Book Preview — After the files have finished processing, click the "Launch Previewer" button to view the cover and interior files. This will be a separate window and, once you're happy with how the files look, click the yellow "Approve" button to be taken back to this tab.

Click the yellow "Save and Continue" button.



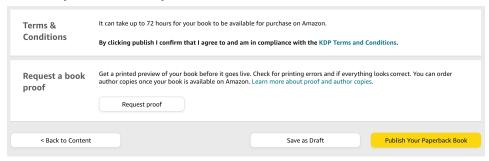
Tab 3 (Paperback Rights & Pricing)



Territories — Select "All territories"

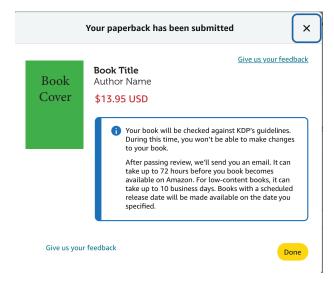
Primary Marketplace — Select Amazon.com for the US, or the relevant marketplace for your country.

Pricing, royalties, and distribution — Set your price (in this example, \$13.95) and if you want "Expanded Distribution" in the IngramSpark catalog for the US and the UK. Note that if you are uploading your book directly to IngramSpark in addition to KDP, you must use an ISBN you own (not KDP's free one), and do not select "Expanded Distribution". Also, you must make your book available now (do not schedule the book's release for a future date).



Request a book proof — If you want a proof of the paperback, click "Request proof". You'll pay the print cost plus shipping for the proof. Once you've ordered the proof, click "Save as Draft" and when you receive the proof (7-14 days typically), you'll come back here and click "Publish Your Paperback Book".

Alternatively, if the preview looked good, you can click "Publish" now, and order a copy once the book goes live. If there are any changes that need to be made, simply re-upload manuscript and/or cover files and re-publish.



Congratulations!