



LetLoveGlow Legacy Builder Guide

# The Simple Step-by-Step Guide to Publishing on Amazon KDP

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A clear, practical walkthrough for getting your book  
uploaded and published with confidence.

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LetLoveGlow by DD Scott



# Welcome – You’re Closer Than You Think

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This is where your book becomes real.

If you’ve made it here, you’ve already done something most people never do—you’ve written the book of your heart and you’re ready to share it with the world.

This guide is here to walk you through exactly how to publish your book on Amazon KDP, step by step, without overwhelm.

Take this one step at a time.  
You don’t need to rush this.

**Clarity + action is what gets your book published.**

*Let’s get your book published.*

## How to Use This Guide

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This guide is designed to walk you through the publishing process step by step. Keep it simple. Stay focused. Follow the process.

**1. Follow each step in order**

Each section builds on the one before it.

**2. Have your materials ready before you begin**

This will make your upload process smooth and stress-free.

**3. Don't rush it**

Take your time and review each section carefully.

**4. Use the checklist at the end**

This ensures nothing gets missed before you publish.

*Simple steps. Clear actions. One published book.*

## Before You Begin

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Before uploading your book to Amazon KDP, take a few minutes to make sure everything is ready.

A little preparation here will save you time, frustration, and revisions later.

- ✓ **Your manuscript is fully edited and finalized**  
(No placeholder text, no “I’ll fix this later” sections)
- ✓ **Your formatting is complete**  
(Margins, spacing, fonts, and layout are consistent throughout)
- ✓ **Your book cover file is ready**  
(Meets KDP size and resolution requirements)
- ✓ **Your book details are prepared**  
(Title, subtitle, description, keywords, and categories)
- ✓ **You’ve reviewed everything one final time**  
(Read it like a reader—not the writer)

*Preparation creates confidence. Confidence creates momentum.*

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# Set Up Your Amazon KDP Account

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Before you can publish your book, you'll need a Kindle Direct Publishing (KDP) account.

If you already have an Amazon account, you're one step ahead.

## 1. Go to [kdp.amazon.com](https://kdp.amazon.com)

Sign in using your Amazon account login *(If you don't have an Amazon account, then you're creating one now here in KDP).*

## 2. Complete your account setup

Enter your legal name and basic account details. *(It's best to use your legal name as the account holder—not your author name, LLC, or corporation. You'll set your author and publishing names per book later.)*

## 3. Add your payment information

This ensures you'll receive royalties from your book sales.

## 4. Fill out your tax information

Amazon requires this before you can publish and get paid

*Once your account is ready, you're officially in the publishing process.*

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## Upload Your First Book into KDP

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Now that your account is set up, it's time to begin uploading your first book project. This is where your manuscript officially becomes a published book.

### **1. From your KDP dashboard, click “Create”**

Then select the type of book you want to publish.

### **2. Start with your eBook first**

This is the simplest format to upload and gives you a clean foundation for everything else. (Your paperback file will come from this eBook source—so starting here makes the entire process easier.)

### **3. Click “Create eBook”**

This will open your book setup dashboard, which is called your Bookshelf.

### **4. You'll be guided through three main sections:**

- **Book Details**
- **Content Upload**
- **Pricing & Publishing**

(We'll walk through each of these step by step next.)

*You've officially started your book. That matters more than you think.*

## Enter Your Book Details

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This section matters more than most people realize.

These details don't just describe your book—they help readers find it using Amazon's search engines. This is where your book becomes searchable—not just publishable.

### **Book Title & Subtitle**

Make sure your title is unique ([Google it to make sure no one else has that exact title](#)). And if your book is non-fiction, make sure your subtitle helps explain exactly what your book is about.

### **Author Name**

This is how your name will appear on Amazon and needs to match the byline on your book cover. ([Again, Google your author name so it's unique.](#))

### **Book Description (known in the industry as your Book Blurb)**

This is your book's sales page. Write it in a way that connects with your reader and hooks them into having to read it. [Check out \[www.letloveglow.com\]\(http://www.letloveglow.com\) for a wonderful resource on how to write book descriptions that make readers say, "Yes, I've got to read this!"](#)

## Enter Your Book Details (cont.)

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Amazon uses the information in your book details to increase your **Discoverability**—deciding where and when to show your book. The clearer and more aligned your details are, the easier it is for the right readers to find you.

Your book can't be chosen if it isn't seen.

### Key Words (x7)

These words/phrases help Amazon's algorithms understand your book and show it to the right audience. Think about what your reader would search for to find you and your book on Amazon. - **examples:**

- children's book about kindness
- contemporary romance set in Italy
- AI for beginners

Think like a reader searching for a book, not as an author.

### Categories (x3)

Choose categories that clearly reflect your book's topic and audience. Research books in genres similar to yours to figure out which ones to choose- **examples:**

- cozy mysteries - women sleuths
- children's picture books - early readers
- non-fiction - medical - nutrition - vitamins and minerals

*If readers can't quickly find and understand your book, they won't click on it.*

# Upload Your eBook Manuscript

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You've completed your Book Details, so click Save & Continue to move to the Content Upload section of your KDP dashboard.

Now it's time to upload your book—this is where your manuscript file gets added to your Amazon KDP project

## 1. Upload Your Manuscript

Click “Upload eBook manuscript” and select your file.

Your file should be:

- properly formatted
- final (no placeholders or edits needed)
- saved in a supported format (DOCX is recommended)

Amazon will take a moment to process your file. This is normal—just give it a minute.

## 2. Check for Upload Success

Once uploaded, you'll see a confirmation message.

If there are issues, Amazon will flag them for you to review.

Pro Tip:

**Great formatting = fewer upload issues.**

Clean, consistent files upload the smoothest. Use my eBook Formatting Guide if you need help getting your file ready.

*You're not just uploading a file—you're getting your book one step closer to published.*

Before You Continue

## A Quick Note on DRM

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Amazon will ask if you want to enable Digital Rights Management (DRM) for your eBook.

DRM is designed to help prevent unauthorized copying or sharing of your book.

Most publishers will recommend you select:  
Yes, apply DRM

This adds a layer of protection for your content once your book is published.

That said, I personally recommend you select:  
No, do not apply DRM

The reason is because if you choose not to apply it, readers can share your eBook for up to 14 days with someone who they think might like it, which is a great way to find a new reader!

Keep in Mind: **This setting cannot be changed after your book is published, so choose now what feels best to you.**

## Upload Your eBook Cover

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Your cover is the first thing readers see.

Make sure it's clear, professional, and ready to represent your book well.

### 1. Scroll to “Kindle eBook Cover” Section

This is located just below your manuscript upload area.

### 2. Choose Your Cover Option

Select “Upload a cover you already have (JPG/TIFF)”

### 3. Upload Your Cover File

Click “Upload your cover file” and select your image.

Your file should be:

- high resolution
- properly sized for KDP
- clear and easy to read (even as a small thumbnail)

Amazon will process your cover file after upload.

This usually only takes a few moments.

## Upload Your eBook Cover (Cont.)

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### 4. Check Your Cover Preview... Make Sure:

- nothing is cut off
- text is easy to read
- the image looks sharp and centered

**Pro Tip:**

Your cover should be clear at the small thumbnail size—make sure it stands out at that size.

### 5. AI Content Disclosure

Amazon may ask whether your book includes AI-generated content.

Answer this honestly based on how your book was created.

If you used AI tools to help generate text, images, or translations, you'll need to disclose that here.

If your work is entirely your own, you can select that no AI-generated content is included.

This step is quick, but important—Amazon requires it before publishing.

*A strong cover doesn't just look good—it determines whether or not your book gets clicked.*

STEP 6

## Preview Your Book

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Before you publish, take time to review your book inside Amazon's preview tool.

This is your chance to see exactly how your book will appear to readers.

### 1. Launch the Previewer

Click “Launch Previewer” in your KDP dashboard. Amazon will open your book in their preview tool.

### 2. Review Your Book Page by Page

Take your time here. Look at your book the way a reader would—not as the writer.

### 3. Check for Common Issues:

- spacing or formatting inconsistencies
- page breaks in the wrong places
- missing or extra blank pages
- text that doesn't display correctly

If you notice issues, return to your original file, make updates, and re-upload your manuscript.

Pro Tip:

Don't rush this step. A careful review now prevents frustration later.

*This is your final look before your book goes live—make it count.*

Before You Continue

## A Few Quick Notes

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### **eBooks Do Not Require an ISBN**

You do not need an ISBN for your eBook on Amazon KDP.

Amazon will automatically assign an internal identifier (ASIN) to your book.

If you already have an ISBN, you can use it—but it is not required.

### **Adding a Publisher Name is Optional**

(Amazon will automatically put your author name or “Self-Published” which is just fine)

### **Regarding the AI & Accessibility Setting**

Amazon may ask whether you want to allow your book to be used for AI-related accessibility features. For most authors, it is recommended to select the option that reads:

“None of the informative images include alternative text and/or extended description.”

This helps protect your content from being used beyond standard reading access.

STEP 7

## Kindle eBook Pricing & Royalties

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You've completed your eBook Content, so click Save & Continue to move to the Kindle eBook Pricing section of your KDP dashboard.

Now it's time to decide how your book will be sold and distributed.

These choices impact your visibility, reach, and royalties.

### **Enroll in the Kindle Select Program**

KDP will ask if you want to enroll your book in Kindle Select.

This program requires your eBook to be exclusive to Amazon for a 90-day period.

Recommendation:

For most new authors, it's a great place to start.

Why:

- allows you to run Free Book Promotions
- increases visibility through Kindle Unlimited
- helps you reach more readers early on

**More readers = more momentum.**

STEP 7

## Kindle eBook Pricing & Royalties (Cont.)

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### **Territories**

Select:

All territories (worldwide rights)

Why:

This ensures your book is available globally.

### **Primary Market Place**

Select:

Amazon.com

This is the main Amazon site you'll be selling from if you're located in the USA.

### **Set Your eBook Price**

Choose a price that reflects your book's value while staying competitive for your category.

Most new authors start between:

**\$2.99 – \$4.99**

Why:

- qualifies for 70% royalty option
- feels accessible to readers
- supports early traction when you're an unknown author

## Kindle eBook Pricing & Royalties (Cont.)

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### Royalty Options

Amazon offers:

- 35% royalty
- 70% royalty (for books priced within qualifying range)

Recommendation:

Choose 70% royalty whenever your pricing allows.

\*You can always adjust your pricing and royalty options later. Don't overthink this—get your book published first.

*Done is better than perfect—published is where momentum begins.*

## Final Step

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### **Publish Your Kindle eBook**

You're here!

You've entered your book's details, uploaded your files, and reviewed everything carefully...

Now it's time to publish your book.

#### **Action step:**

**Click "Publish Your Kindle eBook"**

Once you click this button, your book will be submitted to Amazon for review.

What happens next:

Your book will typically go live within 24–72 hours.

Amazon will review your content and notify you when your book is available.

Your project is locked until Amazon completes their review. No worries, though, you can still make updates after publishing. Your book is not locked forever—you can continue to refine and improve it over time.

## Take a Moment & Celebrate!

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**You did something most people only talk about.**

And... your first published book is just the beginning.



If you want help with formatting, design, or building your full author platform and brand...

Explore my LetLoveGlow Legacy Builder Guides or continue inside the Foundation Layer at [www.LetLoveGlow.com](http://www.LetLoveGlow.com)

*You're not just an aspiring author anymore—you're a published author.*