Using
Kindle Create
on Windows

An essential step-by-step companion guide for creating problem-free reflowable ebooks, fixed format ebooks and paperback books using Kindle Create

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CONTENTS

PART III ~ USING KINDLE CREATE

DEFINITIONS

doc TOC: The Table of Contents in the document.

em: This is a font size measure where each unit is represented as a decimal fraction or multiple of the width of the letter 'm' from the current font. Hence the name: 'em'.

fixed format ebook: Refers to an ebook where each ebook page has been converted into a photographic image(jpeg) of the page. A print replica ebook is similar; this is when each page in the published imprint book version is turned into an individual photographic jpeg image for the ebook version so that the ebook version looks exactly like the imprint or paperback version of your book.

Fx: Abbreviation for fixed format

jpg or jpeg: A bitmap file format used for storing images.

Interactive TOC: This is the TOC on the Kindle ereading device(aka **NCX TOC** or **Logical TOC**). It is not a reference to the TOC in the document.

KC: Abbreviation for Kindle Create.

kcb: The Kindle Create project file extension.

KDP: Abbreviation for Kindle Direct Publishing.

KFX: Kindle's own proprietary version of fixed format ebook and reflowable ebook format that is used in Kindle Create.

KP: Abbreviation for Kindle Previewer.

KPF: Kindle package format file extension. This is the file format that is used when you create and save a Kindle Create doc for upload to KDP.

LITB: The Look Inside the Book version of a Kindle published ebook that is used for most ebooks found on Amazon.com.

LO: Abbreviation for LibreOffice.

Logical TOC(aka Nav TOC): The Logical TOC is the TOC that is created and displayed only on the Kindle device itself(it is not a reference to the doc TOC in your ebook).

LW: Abbreviation for LibreOffice Writer

multi-level or multi-indented TOC: This is a TOC that contains both main headings as well as indented subsection headings.

OO: Abbreviation for OpenOffice.

OW: Abbreviation for OpenOffice Writer

pixel or px: A measure which is normally used for setting the height/width size of images

pts: Abbreviation for the 'points' measure which is yet another measure for setting font size.

reflowable ebook: An ebook that relies only on html text displays where the text "reflows" to accommodate all the different-sized device screens. This is also the reason why page numbering and page headers are not allowed in reflowable ebooks.

single level TOC or Level 1 TOC: This is a TOC that is not multi-indented and which only displays the main headings based on "Heading 1" style only.

TOC: Abbreviation for Table of Contents.

INTRODUCTION

Kindle Create is rapidly becoming the primary go-to app for creating ebooks and paperback books on Amazon Kindle because, as you will discover, there are many apparent advantages in using this app for formatting and publishing both ebooks and paperback books on Amazon. You no longer have to purchase expensive converter apps to convert your Word doc to ebook or paperback for upload to Amazon because Kindle Create is free. No html knowledge is needed because it's all just point and click. Using Kindle Create, you can edit the formatting, layout and book/ebook text and you can also add genre themes, dropcaps, blockquotes, separators and much more with just one or two clicks of your mouse. You can add, resize, replace and remove images quickly without any problems. Since their January 2019 software update, you can now also use Kindle Create to prepare and prepare and create a basic Kindle paperback book for Amazon upload where the manuscript upload involves no calculations whatsoever for trim, bleed, margins, spine etc. because they are all automatically calculated and added from the KDP Details and KDP Content metadata during upload and conversion. And the Kindle Create software updates and improvements are still coming thick and fast!

The main purpose of this book is to give the reader a complete and convenient step-by-step companion guide – with all the necessary information in one place – on how to create ebooks for fiction and non-fiction novels as well as describing how to format and create paperback books using Kindle Create. This book will, descriptively and visually, show new Kindle Create users all the necessary and basic steps required to create text-heavy, reflowable ebooks(e.g. fiction or non-fiction novels) by loading a Word doc into Kindle Create and will also show the user how to produce image-dense, fixed format ebooks(e.g. travel books or cookbooks or books of poems) using a PDF document in Kindle Create. The user will be shown how to format and create a paperback book using Word and Kindle Create. This guide also includes useful tips, tricks and advice on how to avoid and resolve formatting/layout problems and also includes advice on how to speed up your Kindle Create workflow to achieve a quality ebook or paperback book. However, take note this book will not describe how to format or publish Comic books using Kindle Create.

Also please note that this book will only describe how to prepare ebooks and books using the standalone application version of Kindle Create for Windows only and will not describe how to use the Kindle Create add-in for Word. This book will also not cover how to publish using Kindle Create on an Apple Mac.

If you are an indie author and publisher with a consistent track record of preparing and uploading Word docs for direct upload to KDP, who is considering switching to using Kindle Create, this move should be a relatively easy and simple process for you because you should already know all about how to prepare Word docs according to the Kindle formatting rules for Word, which is also an essential prerequisite before you load your Word doc into Kindle Create. So all you have to really learn is how to use the Kindle Create app, which is what this book is all about.

I should also be clear that there is no chapter or section within this book that is solely dedicated to fully describing and showing the layout and usage of all the widgets and bits and bobs within the Kindle Create application itself. In my own mind, simply describing the layout and usage in words and images in any how-to book is really not the way anyone is going to quickly and instinctively learn how to use any new software application.

I learned how to use Kindle Create by loading a Word doc or PDF file into KC and playing with it every day until the app layout and usage became completely instinctive and second nature to me. But I've also read about some first time indie authors who, believing that Kindle Create was a breeze to use and after formatting in their book or ebook in Word or LibreOffice Writer, loaded their Word doc into Kindle Create for the first time ever with the expectation of successfully finishing-off their ebook and publishing in record time without any problems at all. This is really the worst way to do it! In my opinion, any indie author or indie publisher who takes that route and who is unwilling to take time out to thoroughly learn how to use an essential tool of their trade – and learn it well – deserves all the formatting hell and angst that they get. The only way to learn the layout and usage of Kindle Create – or any new software application for that matter – is to play with it and practice, practice, practice until you become an expert user.

PART I

About Kindle Create

CHAPTER 1

All About Kindle Create

I remember using Kindle Create(KC) for the first time when it was first released in early 2017. I was quite intrigued and excited because it was the first ever application released by Kindle that allowed the app user to fully format a reflowable ebook or fixed format ebook for upload to KDP. And it was a free app! More as a consequence of my own curiosity than anything else, I started using and playing with the new KC application every day. I also remember that the documentation for Kindle Create at the time was rather sketchy and poor and there were no how-to videos describing how to use Kindle Create properly at that time. But, ever curious, I still continued playing with the Kindle Create application.

I've been involved with ebook and book publishing for about the last 11 years. During this time I've used several major application's to produce my ebooks/books including Word, Calibre, InDesign, Jutoh, Scrivener and Sigil(free epub editor) at various times and I've become reasonably expert at using all of them. This may seem an odd thing to admit(and expensive!) but my purpose in using all these apps was always to find the simplest and easiest-to-use ebook or book formatting application, with the shortest learning curve, that would give me the best quality ebook in the shortest amount of time possible. And to do that you have to compare ebook conversion apps.

So how does Kindle Create stack up against its rivals both as a converter and as an ebook/book finishing-off tool?

I've been a member of the KDP Community Forum for many years. Inexperienced Indie authors use this forum to ask questions in order to get more experienced forum members to help advise them on how to sort out their Kindle formatting problems and issues. And there are many on this forum today that still believe and insist that Kindle Create is "a bad application" whose use should always be avoided. Usually the forum members who give such negative advice have no significant experience whatsoever in how to use the Kindle Create app and yet they still condemn it. I also think that these forum members have judged the KC app only according to how many problems are appearing on the KDP Forum. I call this a knee-jerk judgment, which is not fairly based on personal app usage or app

experience. After all, it wasn't so long ago that there were a large number of KDP forum posts ever day from Indie authors who were having great trouble preparing and uploading a Word doc direct to KDP. Now Word doc ebook formatting and upload problems are just a mere trickle on the KDP Forum. And I believe, in time, that the same thing will happen with Kindle Create. I also personally believe, through continuously using the KC app for over two years now, that Kindle Create is a worthy and useful free app because, with the Kindle Create app, Amazon Kindle has managed to greatly simplify the ebook and print book process for indie publishers while, at the same time, also significantly raising the bar for the production of individualized, quality book interiors.

So why do indie publishers have so much trouble with using Kindle Create?

I've often thought about that question and I think that there are three main reasons for new users having such difficulties. The first reason for this is that I still remain unimpressed with Kindle's how-to documentation and how-to videos on KC which are both still rather thin on detail, sketchy and relatively poor. Poor documentation and lack of clarity and detail in the how-to documentation will always cause problems for any new user. It also doesn't help the user if the Kindle Create information is at many disparate internet locations – all over the place on the web. Indeed, this is the main reason I'm writing this book – to clearly define and explain every aspect of how the user can successfully format and publish his ebook or paperback book using Kindle Create for upload to KDP where all the required information is in one place – in this book.

The second reason for user difficulties with the KC app is probably because of Kindle Create's application behavior. The KC application window layout and behavior, in terms of usage, does not really resemble or conform to any normal "standard application" layout or behavior on a Windows computer. I think this non-standard application layout and behavior is what sometimes confuses or rattles some people when they first start using KC. The solution to this problem is just to do what I did. Just have the patience to keep playing and practicing with the Kindle Create application every day and you will soon become an expert.

The third reason – particularly when you load a Word doc into KC – is probably the most prevalent and cogent reason that people have problems with Kindle Create. From all the posts on the KDP Forum concerning KC app problems, it became apparent to me that many KC users seemed to be taking shortcuts in Word or LibreOffice Writer – they were not accurately following the Kindle Formatting Guidelines for Word or they just didn't know how to use MS Word or LW properly. It really is a primary and an essential prerequisite that you should be able to use MS Word or LibreOffice Writer properly and know and apply all the

Kindle formatting rules for Word if you also expect to format your ebook easily, quickly and efficiently in Kindle Create without any problems.

In my own experience with using KC, I've found that if you format your Word doc layout and text as perfectly and completely as you can using paragraph styles before you load your Word doc into KC, then this will actually help to greatly reduce the number of editing and layout tasks that you will have to do in Kindle Create(already been done in Word) and there will also be less conversion issues or errors to sort out as well. Remember that Kindle Create should be used as a finishing-off tool for your ebooks and paperback books so if you always do as much formatting, styling, editing and layout as you can in Word before you load your Word doc into KC then you will truly reap the benefits.

Limitations of this Book

This book will only show the user how to use the Kindle Create standalone application on a Windows PC or Windows laptop so there will be no descriptions on how to use Kindle Create on a Mac.

There will also be no descriptions of how to use the Kindle Create Word add-in because the add-in app layout and usage is virtually the same as the standalone app usage and so repetition is unnecessary. The other reason I will not be showing how to use the Kindle Create add-in for Word is because it is still in Beta testing. This means that there are still some outstanding problems or major issues with the add-in version of Kindle Create. And this is also why I always advise that users should, for now, preferably always use the standalone version of the Kindle Create application which is currently on general release with few major or outstanding software issues.

This book will not show the user how to create a Comic Book using Kindle Create. This book will only describe how to create reflowable ebooks, fixed format ebooks and paperback books using Kindle Create.

This book will also not describe, in any great detail, how the user must format their Word doc before loading it into KC because this is a how-to book on Kindle Create and not a how-to book on MS Word or LibreOffice Writer. But I will be giving a step-by-step overview of what the user must know and do to properly prepare a Word doc in Chapter 2 and in Chapter 3 using MS Word or LibreOffice Writer respectively -- before loading it into KC.

I will also be using Kindle Create v1.29 for Windows as my reference, which is the most current version at the time of writing this book.

Useful References

The following links should provide further useful information on how to properly format your Word doc and Kindle Create usage.

[Kindle Jumpstart Website](#)

[Amazon Kindle Publishing Guidelines(for Word)](#)

[eBook Manuscript Formatting Guide(for Word)](#)

[Prepare Reflowable eBooks with Kindle Create](#)

[Building Your Fixed Format eBook with Kindle Create](#)

[Kindle Tools and Resources](#)

You should also download and install [Kindle Previewer](#) from Amazon for Kindle ebook testing. You can also download and install **Adobe Acrobat Reader**(free) for checking your PDF files(used for fixed format ebooks only). You will also need a graphics app like **Adobe Photoshop**(paid), **GIMP**(free) or **Irfanview**(free) to create your cover and to format or resize the images for your book or ebook.

Requirements and Preparation

In order to begin learning how to properly use Kindle Create, you should first download and install the [Kindle Create](#) standalone application from the Amazon *Kindle Jumpstart* website. The *Kindle Jumpstart* website also has videos and descriptions that will give you just a cursory rundown on how to use Kindle Create, which you should also view and thoroughly read if you can. Unfortunately, I've also found that the current crop of KC documentation and videos are, at best, unclear and somewhat lacking in complete and accurate information, which can be misleading and confusing for the new KC user. The how-to descriptions also never seem to keep pace with the more recent Kindle Create updates or newly added KC functionality.

If you are intent on creating a reflowable ebook, fixed format ebook or paperback book using Kindle Create then you should also make absolutely sure that you are adequately prepared and proficient in using MS Word or LibreOffice Writer on Windows – you should already know the layout of MS Word or LibreOffice Writer well and you should also know how to apply and use paragraph/heading styles in both these apps. If you are not up to speed on how to use these apps properly, according to the *Kindle Jumpstart* guides or according to the *Amazon Kindle Publishing Guidelines for Word*, then you are likely to have major problems when you eventually test or upload your Word doc to Amazon Kindle via Kindle Create. And since it is not the job of this book to teach you how to use MS Word or LibreOffice Writer, I shall be giving only a cursory overview or basic outline on

how to prepare and format your book or ebook using MS Word or LibreOffice Writer before loading your Word doc into the Kindle Create app.

And it doesn't matter whether you are preparing a Word doc for direct upload to KDP or whether you are preparing a Word doc to load into Kindle Create – in both instances you must always apply exactly the same Kindle formatting guidelines or rules for Word and prepare your Word doc in the same way. If you don't bother to learn and apply the Kindle formatting guidelines for Word properly then I guarantee that you will have constant problems.

Tip!...Kindle Create should never be used to format your book/ebook from scratch. KC should always be thought of and used as a finishing-off tool that adds extra interior styling to your book/ebook.

Lastly, in this book there will be no detailed descriptions of layout or widget usage of the Kindle Create app. That's because you cannot learn the ins and outs of how to use an app like Kindle Create – or any other complex app – from a book. And since Kindle Create should be regarded as an essential tool for any indie publisher intent on using it, it is therefore up to you to learn the layout and behavior of Kindle Create. So I would therefore strongly advise that you spend at least an hour or more every day dedicated to just learning the layout and usage of all the widgets in Kindle Create so that it becomes instinctive and easy to use. And you should learn how to use Kindle Create well before you decide to publish your ebook/book to avoid problems. The last thing you should do is write and format your book in MS Word or LibreOffice Writer and then throw your Word doc into Kindle Create for the first time ever with the crazy expectation that it will be a breeze and you will have no problems at all – you certainly will be inviting trouble and catastrophe if you do it that way.

Enabling Access to All Kindle Create Functionality

Kindle Create has been constantly improved with major updates ever since its debut in January 2017. Many of KC's new features are still in Beta Test. Nevertheless, you will need to access and use all the new or updated functionality in the Kindle Create app to create books and ebooks, so you should always ensure that **Early Access** is enabled in Kindle Create. So, within the Kindle Create application, click on **Help > Settings > Language** to set the application language

in the **Kindle Create Options** window. Then click on **Help > Settings > Early Access** and tick **"Enable Beta Features"** and click on the **"Save"** button to enable access to all the new or updated features in Kindle Create.
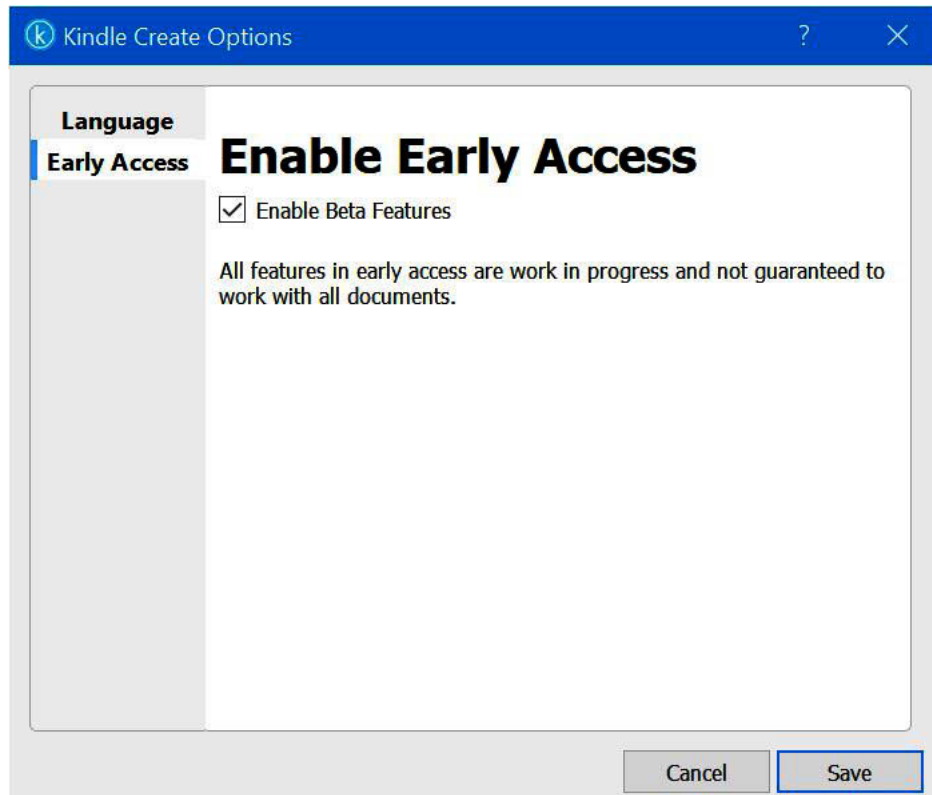
What is KFX Format?

KFX is a relatively new and improved Kindle format that was introduced in 2015. Kindle Create produces a KPF file for upload to Amazon Kindle, which will then always be converted to KFX format for download delivery to the more recent versions of KFX-enabled Kindle devices like Kindle Fire, Kindle HD and Kindle Touch. Kindle Create always produces ebooks and comic books in KFX format, which has the following new features:

Page Flip: Page Flip is a new Kindle navigation feature that gives the customer a bird's eye view of your book while always saving their place.

High definition visuals (HDV) support: High definition visual support improves on image zooming, pinching, and panning by using new display technologies and device capabilities.

Progressive download: Progressive download allows a customer to start reading their book while it is still downloading.

Font size layout improvement: Enhanced Typesetting automatically adjusts when the font size is large or the line length is short, to improve readability by preventing large gaps between words or squashed text.

Drop caps: Drop caps automatically adapt their line height to the customer's screen size and font settings.

Ragged right justification: This feature allows customers to change the current default setting (full justified) to left aligned (ragged right) instead.

Hyphenation and smoother word spacing: Advanced hyphenation and justification reduces distracting gaps of white space in the text.

Kerning and ligatures: Kerning makes word shape recognition easier by removing subconsciously distracting spaces between specific letter pairs.

Dynamic color contrast: With Enhanced Typesetting, text of any color will be legible above any background color. Font colors will adapt automatically to provide sufficient contrast with either the device color theme chosen by the reader or to the background color of any page-level element.

Enhanced table formatting: With Enhanced Typesetting, readers can see the full text of tables adjusted for smart layout on different device sizes. Larger tables open with full size text in an upgraded table viewer with pan and zoom. Text in tables is selectable for highlights or notes.

MathML: Enhanced Typesetting supports MathML, which can be used for mathematical notation and mathematical content.
(Source: https://kdp.amazon.com/en_US/help/topic/G202087570)

Concerning the **HDV** image support for KFX, in order to achieve this you must also comply with their image size specifications, which are described below:

1. For 50% screen width, your image must be at least 600 x 900 px in size.

2. For 75% screen width, your image must be at least 900 x 1350 px in size.

3. For 100% screen width, your image must be at least 1200 x 1800 px in size.

The most important dimension in the above specification for creating your **HDV** ebook images is the width dimension. And if you are creating images then you should use the width dimension as your guide and use the resize image capability in Kindle Create to appropriately resize your image to 50%, 75% or 100% of ereader screen width. You should also be aware that the required **HDV** image dimensions are indeed quite large and could be expensive because

you might well incur a sizeable download file size profit penalty from Amazon Kindle – especially if you are creating an image-dense ebook. So use this feature wisely and always make sure to use a good image compression application like the **TinyPNG** website on your images before inserting images into your ebook. See [this link](#) for further details.

Why Use Kindle Create?

Most experienced indie authors who have directly uploaded Word docs to KDP as ebooks know what they will get as a Kindle ebook. They will get an Amazon Kindle reflowable ebook which is single font throughout with hardly any noticeable or pleasing interior styling at all. There are even some indie authors out there who believe that interior styling in an ebook is entirely unnecessary and is a waste of time and effort – it's irrelevant! – because it's only the story and words that matter in any ebook. That's fair enough. But I also know that there are plenty of other people out there, like me, who want to produce an ebook with professional styling and with a more pleasing interior – with styling that is nearly equivalent to producing an ebook in epub format, which is how professional formatters always create their ebooks. So if you have the same view as me, then you should consider using Kindle Create for both your ebooks and books for Amazon Kindle. And did I also mention that if you format your ebook in Kindle Create no html knowledge is needed? – It's all just point and click.

> ***Tip!***...You should always prepare your Word doc for Kindle Create in exactly the same way you would prepare a Word doc for direct upload to Amazon Kindle.

And if you use Kindle Create to create your paperback book you will discover that it is by far the fastest and easiest way to produce a paperback for upload to Amazon Kindle. And did I mention that there are no trim, margin, bleed, spine or gutter calculations to work out because these calculations are all automatically set or calculated when you upload your book? To be fair, there are some downsides to publishing a book or ebook using KC and these are all fully described and explained in the following sections.

Pros and Cons of Creating a Reflowable eBook

What follows are the pros and cons of loading a properly formatted Word doc

into Kindle Create to create a reflowable ebook:

The Pros:

1. Useful and fairly easy for creating and uploading text-heavy reflowable ebooks including fiction and non-fiction.

2. Enhanced Typsetting will always be assured in your Kindle ebook.

3. You can edit and correct proof mistakes in the **KC Editor** just like you can in Word.

4. You can improve the interior styling of your ebook by adding theme fonts that are appropriate to your ebook's genre. Currently, there are four themes available to the user: **Modern, Classic, Cosmos and Amour.**

5. You can easily create an **Interactive TOC**(aka **Logical TOC** or **NCX TOC**) for your ebook. The **Interactive TOC** is the TOC that is created and displayed on the Kindle device itself(it is not a reference to the doc TOC in your ebook).

6. You can now also create a single level doc TOC(without multi-indenting) in KC.

7. You can easily edit and change the styling of all headings, reading text and spacing in your ebook.

8. You can also create page-breaks and merge chapter sections in KC.

9. You can add stylish dropcaps, separators, blockquotes, citations, opening quotes etc. easily with a few clicks.

10. You can change fonts in your ebook. The fonts currently available, depending on the themes you use, are **Bookerly(serif), Amazon Ember(sans serif), Monospace(monospace), Great Vibes and Exo**.

11. You can now also insert, remove, replace and resize your ebook images in Kindle Create without problems.

12. All internal and external links created in Word will be preserved in Kindle Create.

13. You can now add, edit or remove internet links in Kindle Create.

14. You can and should regularly save your KC ebook as a project directory containing the KCB file, which will allow you to make any necessary editing changes in the future to your published ebook. The KCB file is the project file containing your ebook that you can load directly into Kindle Create.

The Cons:

1. Doesn't allow the user to set and use named paragraph styles as in Word. KC only uses inline styling so you will have no choice but to format all images, headings, text, paragraphs, and spacing on a repetitive one-by-one basis in the Kindle Create app.

2. You will only be able to test your new KPF file in **KC Preview** and **Kindle Previewer**(free download from Amazon.com) and using the **Kindle eBook Preview** when you upload to KDP. You will not be able to side-load your KPF file onto a Kindle device for further testing.

3. You can only upload a KPF file to Kindle but you cannot upload KPF format to any other epub retailer like iBookStore, Nook or Kobo.

4. You cannot add or edit endnotes, tables or lists in KC

Pros and Cons of Creating a Fixed Format eBook

Here are the pros and cons of loading a PDF into Kindle Create to create a fixed format ebook:

The Pros:

1. This is by far the easiest way to create an ebook. But not so fast!...Before you clap your hands with joy, dance the Macarena and shout 'Hallelujah' you should take a deep breath and read **The Cons** section carefully.

2. You can easily create an **Interactive TOC** for your ebook. The **Interactive TOC** is the TOC that is created and displayed only on the Kindle device itself.

3. You can remove and insert pages in PDF format.

4. You also choose to preserve all links, which includes the links in your doc TOC.

5. You can add and store media files in your ebook.

The Cons:

1. You will not be able to do any editing or layout tasks in KC.

2. Once uploaded to Amazon Kindle, your fixed format ebook can only be viewed and read on larger screen Kindle tablets and computers but cannot be read on smaller devices like mobile phones.

3. The Kindle device user will not be able to change fonts or change font size and zoom will not work well.

4. The link to **'Table of Contents'** will not work in the **Go To** or **Navigation** menu items on all Kindle reading devices. It will always be grayed out.

5. Your ebook will not be searchable on any Kindle ereading device.

6. You will probably lose most, if not all, your ebook profits, depending on the actual file size of your uploaded KC fixed format ebook. Unfortunately, if you have, say, a hundred pages in your PDF file then this will convert to a hundred page-size jpeg images in your KC doc. This means that that the upload size of your KPF file in megabytes will be huge. Kindle has a download limit file size of only 5 Mb per ebook. Kindle also has a download penalty of $0.15 per Mb over that download limit. Since your hundred page fixed format ebook is likely to be hugely over that download limit, this means that, if you choose the normal 70% profit option before upload, your profits per book sold will most likely end up being zero. So the best you can hope for here is to select the 35% profit option which will give you only a small profit per book at best.

7. Currently you should be aware that in all fixed format ebooks created using Kindle Create, all internal links and internet links will not work across most Kindle devices. This is a known bug in Kindle Create which Kindle developers are currently trying to resolve.

Reflowable eBook or Fixed Format eBook?

Using Kindle Create, it should be pretty obvious from above that there are many more disadvantages if you create a fixed format ebook(using a PDF) than if you create a reflowable ebook(using a Word doc). It's also somewhat ironic that the only apparent advantage in creating a fixed format ebook in Kindle Create is that it's very easy.

So the general consensus is to preferably always create a reflowable ebook in KC using a Word doc if you can. In my opinion, there are just too many significant disadvantages and monetary penalties if you create a fixed format ebook using a PDF in KC. You should only ever load a PDF into KC to create a fixed format ebook as a last resort in order to create an image-dense ebook(e.g. for cookbooks, textbooks, travel books or a book of poems).

Pros and Cons of Creating a Paperback Book

What follows are the pros and cons of loading a properly formatted Word doc in Kindle Create to create a paperback book:

The Pros:

1. Much easier and quicker than using the regular method of uploading a Word doc or PDF file directly to **KDP Paperback**

2. Creating a paperback book in Kindle Create has exactly the same advantages and disadvantages as creating a reflowable ebook in KC because both these

routes use a Word doc loaded into Kindle Create.

3. All trim, spine, bleed, margins, paper color etc data are automatically set or calculated from the metadata on your **KDP Book Details** page and **KDP Paperback Content** page when you upload and convert your book. So you won't have to do any complicated calculations to create your paperback book.

4. Author/title headers and page numbers layout can now be styled in different ways by selecting the **Print Settings** button in the Kindle Create toolbar.

5. The alternating author/title(headers) and page numbering(footers) will automatically be calculated and appropriately inserted during upload and conversion to **KDP Paperback**.

6. Appropriate page numbers are automatically added to the book's TOC items on the KC-generated TOC page when you upload to **KDP Paperback**.

7. If you are publishing a novel both as an ebook and a paperback then you can use the reflowable ebook's already formatted KCB project file in Kindle Create as the start point to create your paperback, which will make the paperback creation process even easier and faster in KC. And what you will get, in terms of styling and layout, is a paperback book that will look exactly the same as your ebook.

8. You can check your whole book in **Kindle Book Preview** on the **KDP Paperback Content** page when you upload your book using **KDP Paperback**.

The Cons:

1. You can only create one section with consecutive page numbering. For instance, you will not be able to create another separately numbered section for the front matter.

2. You cannot use a doc TOC that has been created in Word in Kindle Create for paperback books.

3. The doc TOC that you must create in Kindle Create can only be a single level TOC(not multi-indented). A TOC created in Word cannot be used.

4. Only a limited number of fonts are available for use in your paperback book.

KPF Upload or Direct PDF Upload for Paperback?

To be honest about this comparison, there are particular advantages for each of these methods for creating a paperback for upload to Amazon Kindle, so it's really up to you.

If you are particular or pedantic about the formatting of your paperback book and prefer to use other fonts like Garamond or Palatino for your book or if you prefer styling your headers and page numbering footers yourself or if you prefer to also have separate page numbering in your front matter then you should perhaps create your book using the more direct Word or PDF upload to **KDP Paperback** method.

But if you want a much faster and simpler method of creating your paperback book where, if you do it right, your ebook styling will look exactly the same as your paperback styling then uploading a KC-generated KPF file to **KDP Paperback** will probably be your preference.

PART II

Preparing your Word doc for Kindle Create

CHAPTER 2

Preparing a Word Doc Using MS Word

In order to create a Kindle Create KPF file in the most efficient way to minimize the amount of formatting that needs to actually be done in Kindle Create, it's a good idea to first fully format your ebook as a Word doc whose layout and formatting will be to your own particular preference. This means that, in terms of both formatting and layout, you should create your ebook in MS Word exactly as you wish to see it as an ebook. If you fully format your Word doc as I suggest – without skimping or taking shortcuts – then this will help to greatly to minimize any formatting and layout tasks that will be required when you eventually finish-off your ebook in Kindle Create. This formatting tactic will also help save you a lot of time and what follows is, essentially, the way I would personally format and prepare a Word doc(with options) for Kindle Create.

Kindle Create users should also be aware that it doesn't matter whether you are preparing a reflowable ebook, a fixed format ebook or a paperback book, the initial Word doc preparation, in terms of formatting, styling and layout will be exactly the same for Kindle Create.

What follows in this section is a step by step overview which will show the reader how to properly prepare their Word doc for Kindle Create. I have also assumed that the reader already knows how to use the MS Word application. I will be describing how to format a Word doc using Word 2007.

Workflow for a Word doc Using MS Word

Format and layout your book in Word

Use **paragraph styling** throughout

Save as Word docx
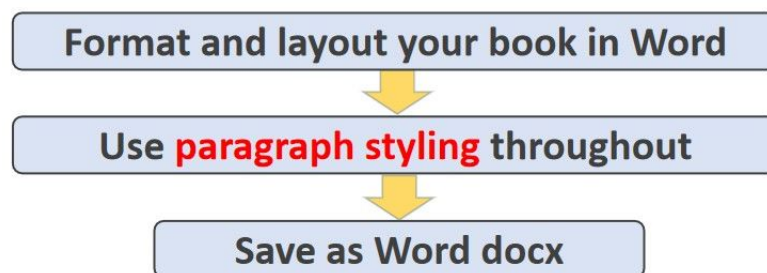
Here is a brief overview of the formatting and layout tasks you will have to complete in Word:

1. Format the book title and subtitle elements on the title page.

2. Format the ebook's body text or reading text.

3. Format all major headings and chapter headings using a single heading style.

4. Create a multi-level(multi-indented) TOC or a single level doc TOC.

5. Add ebook images(optional).

6. Add internal and external links.

7. Add special Kindle formatting requirements.

Detailed Workflow

What follows is an overview of how you should prepare your Word doc for Kindle Create:

1. Format your book title

Format your book title, subtitles and author name in any way you prefer – you don't have to use a heading style unless you want the book title in your doc TOC. I find that creating and using named paragraph styles in Word saves time and, overall, tends to speed up your heading/text formatting and layout tasks in Word. If you want your book title in your TOC as **"Title Page"** then you can easily implement this in Kindle Create with just one click so there's no need to use a heading style for your book title in MS Word.

2. Format the body text or reading text

You can format the reading text in the front matter, chapter text and back matter sections of your ebook however you prefer using Word paragraph styles. Again, using Word paragraph styles like this will save you time and will speed up your text formatting tasks.

3. Format all your main headings using a single heading style

At a minimum, you should always format all your main headings and chapter headings(that will be in your doc TOC) in **"Heading 1"** style in Word using **Quick Styles** or **Change Styles**. If you are creating a multi-level or multi-indented TOC then you can also use other heading styles as markers for the **AutoTOC** facility in Word. Word's **AutoTOC** feature will automatically find those headings to help create your ebook's single level or multi-level doc TOC. Later, if you prefer, Kindle Create will also find and use those same heading styles during Word conversion to allow you the option of automatically creating a single level **Interactive TOC** on the Kindle device. See images below:

4. Create a doc TOC

You can create a doc TOC in two ways in MS Word. You can use Word's **AutoTOC** feature at **References > Table of Contents > Insert Table of Contents** to automatically create a doc TOC for you. For a step-by-step description of how to create a doc TOC using **AutoTOC** – see this link. You can also use the bookmark/hyperlink method to manually create the TOC item links in your doc TOC if you wish.

5. Add ebook Images

You can add all your ebook images to your Word doc using **Insert > Picture** in the normal way. Later, in Kindle Create, you can easily and safely resize your images as necessary with just one click. You can only add and use JPEG images in Kindle Create. If possible, your ebook images should always have an original photo-capture resolution of at least 300 ppi for best quality – this especially applies to fixed format ebooks and paperback books created using KC. It's also worth noting that it's far easier and less error prone to add, change remove, replace or resize your ebook images in Kindle Create than doing these same tasks in MS Word.

6. Add links and bookmarks

Add all external links as well as internal bookmarks and links as you normally would in MS Word using **Insert > Bookmark** and **Insert > Hyperlink** respectively.

7. Special Kindle formatting requirements(for reflowable ebooks only)

In Word you should set a bookmark within the TOC heading named **"toc"** on the TOC page. The purpose of setting up this bookmark is to ensure that **Table of Contents**link is set up properly in the **Go To** or **Navigation Menu**on the Kindle device. The **Cover** link in the **Go To Menu** on the Kindle reader will automatically be set on conversion after you have added your Amazon Product Image and upload your ebook on KDP.

To ensure that there will be no problems in the Look Inside version(LITB) of your

ebook in Word click on **Home > Change Styles** orclick on **Home > Quick Styles** in Word.

Then right-click on the "**Normal"**style. Click on **Modify > Format > Paragraph**and set **Alignment**to **"Justified"**and then set no-indent by setting **Special**to **"First Line"** and **By**to **"0.01in".** See diagram below:
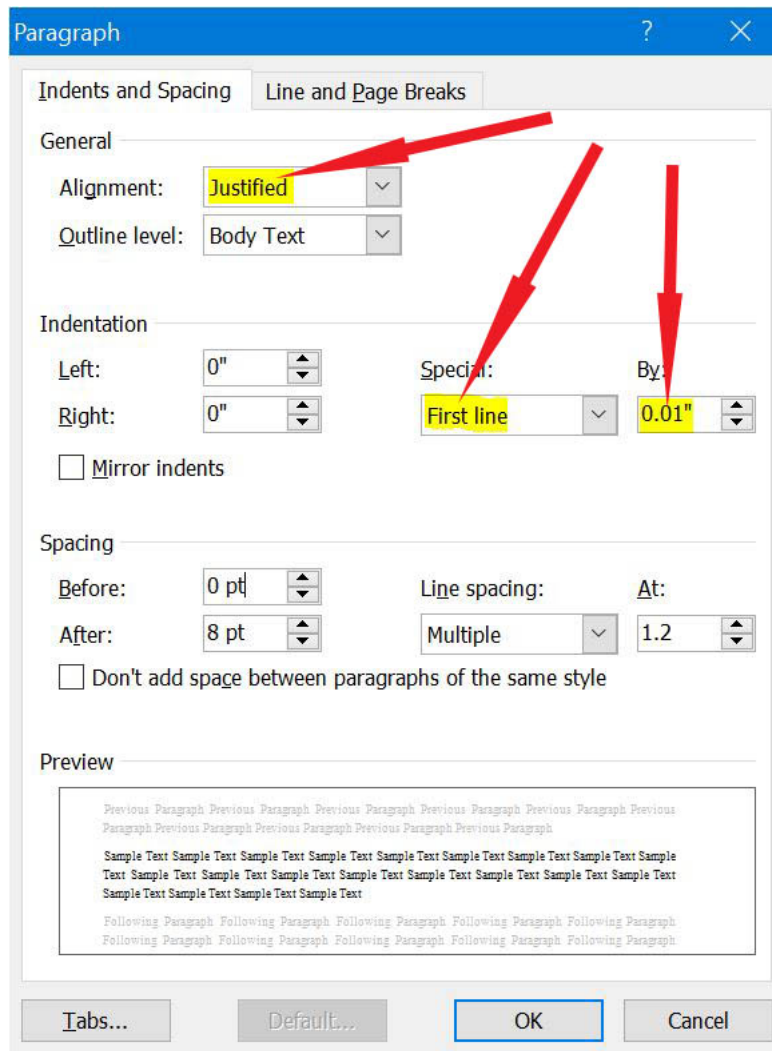
Doing the above will help to avoid or cure the following common problems in the **Look Inside** version of your ebook(on your Amazon product page):

1. **All reading text has unwanted indents throughout**. If you are using blocktext paragraphs throughout your ebook, this problem can be cured by just modifying the **"Normal"** style indent value in Word to **0.01"**. If you are using fiction style for your book then you will also need to create and use a paragraph style containing an indent. There are two types of generally acceptable paragraph styling for ebooks/books. Either you use blocktext style(with no indent) with a space before or space after each paragraph or you can use fiction style where the first paragraph of every chapter is not indented while all succeeding paragraphs in the chapter have indents. And if you are writing a fiction novel rather than a textbook then the fiction style is usually the preferred norm.

2. **All centered text and centered headings are wonky and off-centered**(also

caused by unwanted indents). Setting Word's **"Normal"** style indent value to **0.01"** as advised above will also remove any unwanted text indents or heading indents to cure this problem.

3. **All reading text is ragged right(left aligned)**. Reading text should normally be justified. Setting the **"Normal"** style to **"Justified"** in Word should cure this problem.

4. **Spacing between end sections and start sections is too small or inconsistent**. Modifying the **"Heading 1"** style in Word by adding a space before value of **"24pts"** should cure this problem to give you consistent and acceptable spacing between all main sections in the Look Inside version. You will also have to create the same spacing for all your individual front matter pages – including copyright page, acknowledgements, dedication, other books, reviews etc.

See image below:
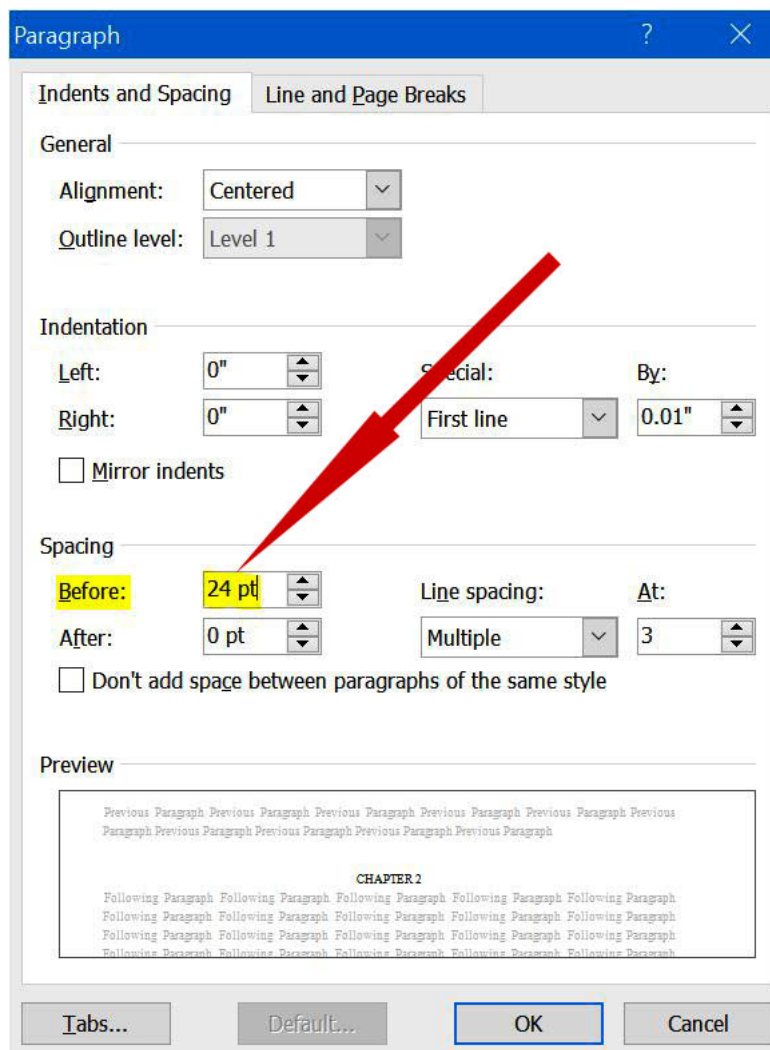
Setting the**"Normal"** style attribute as described above explicitly sets all the defaults for all Word styles in your document to justify with no-indent because **"Normal"** style attribute values are automatically inherited by all other Word paragraph styles as their defaults.

## Standard Layouts Used in Books and eBooks

For both ebooks and books there are really only two recognized writing or layout styles that you should use. The first style, which is normally always used for fiction novels, is often simply referred to as "fiction style". This is where the first paragraph in a chapter always has no indent while all succeeding paragraphs in the chapter have indents. Then there is another style called "blocktext style" where all the reading text paragraphs are formatted in one way throughout all the chapter text in the book – where every paragraph has no indent with a set space above or space below that is normally set to between **8pt** and **10pt** spacing. Blocktext style is normally used for textbooks, how-to books, research papers etc. My own preference has always been to go with the defined standard for "fiction style" and "blocktext style" as described above. For my novels I would always use "fiction style" and for my health books and how-to books I would always use "blocktext style". Having said all that, I've seen plenty of ebook novels that have used "blocktext style" and I've also seen plenty of textbooks that use fiction style. So this style decision is really up to you.

How to Prepare and Insert High Quality Images

If you are inserting full page-sized images for an ebook, you could insert the image into your Word doc using **Insert > Picture** in MS Word. A much better option for you would be to insert your full page image into your book – at a minimal size of at least 1200 x 1800 pixels(or larger) using Kindle Create which enables **High Definition Visuals support** for KFX format (see this link for more details on compliance), which would give you higher HD image quality and which would also be much safer and far less error prone than inserting your full-page image directly into MS Word.

For fixed format ebooks and paperback books only, if you want to insert images(small or large) onto a page in Kindle Create, for best image quality results you should **always** ensure that your image has an original photo-capture resolution of 300 ppi. For example, if you have an original image with a low resolution like 96 ppi then, using a graphics app like **Irfanview**(free), you should increase the image resolution 4 times to 384 ppi without resampling (make sure the ppi outcome is always higher than 300 ppi). Then just reduce the ppi to 300 ppi using *linear* or *bicubic* resampling. This method of image preparation should

always be used for all ebook images in your fixed format ebooks and paperback books. **Irfanview** is also particularly useful for increasing or decreasing the size of images with minimal image degradation. Using **Image > Resizing/Resampling** in **Irfanview** you can double or half the size of an image at a set resolution with minimal image degradation, with just one click. See image below, which shows the Resize/Resample dialogue window for **Irfanview**:
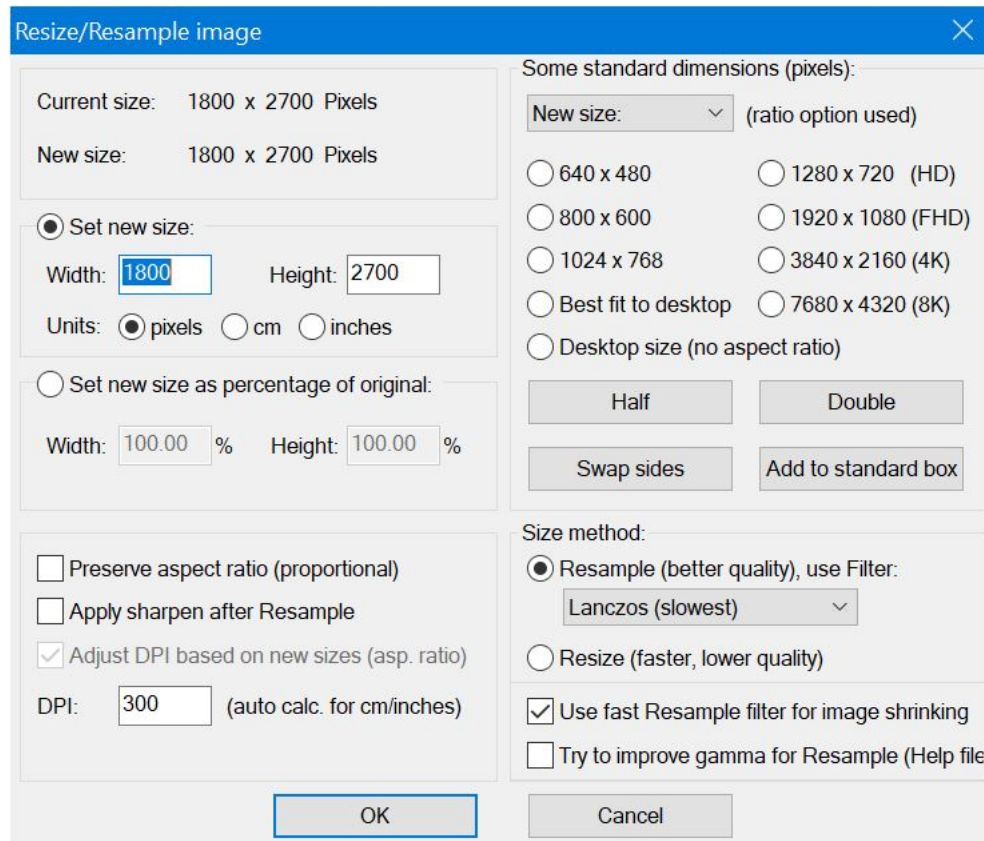
For image-dense reflowable ebooks only, you should always try and insert your ebook images with a resolution of between 72 ppi and 150 ppi, which will help to keep your ebook file size reasonably small for upload to help avoid Kindle's monetary download penalty. If you want to prepare smaller images which have small-sized text on it – such as charts or a snip or snapshot of a window or window section on a computer – then you will have to use a different method. After you have taken the screen snip or window snip, the resolution will probably be 96 ppi. Just insert that image – without changing the resolution – onto your ebook page in Kindle Create for best quality results.

> **Tip!**...For reflowable ebooks and print books never insert your images in Word. Instead, you should always insert all your images in Kindle Create for best quality outcomes.

For fixed format ebooks and image-dense reflowable ebooks, when you finish the above preparation of your ebook images you should then reduce their total file size by using the **TinyPNG** website. **TinyPNG** will compress all your images by up to 50% of their original file size using lossless compression i.e. with no loss in image quality. So if you have an image-dense ebook then you should always use the **TinyPNG** website to reduce image file size in order to avoid Kindle's download penalty which will always act reduce your ebook profits. I've used about 60 images of varying sizes in this ebook and, after using **TinyPNG**, the total file size of my ebook is only about 3.71 Mb, which is well within Kindle's 5Mb file size limit.

> **Tip!**...It doesn't matter whether you are creating a reflowable ebook, fixed format ebook or a paperback, you should always format your Word doc using paragraph styles.

And just to hammer the point again so you won't forget – you should **always** insert all your ebook images using Kindle Create – not MS Word – for best image quality results. The main reason I keep mentioning this is that your KPF file will be converted to KFX format and the KFX specification states that all images in a KFX file will have **High Defintion Visual support(HDV)** -- which is high quality. So if you add your images using Kindle Create as advised then **HDVsupport** will always be assured. I've also noticed in my testing that images added to a Word doc that has been imported into Kindle Create tend to look fuzzy(lower quality) than images that are directly added to your ebook using Kindle Create. That's really why you should always add your ebook images using Kindle Create – to assure proper **HDV** quality images in your KFX ebook.

How to Create Lists that Work Well in Kindle Create

Creating Unordered Lists

Some bad news here I'm afraid. Try as I might I couldn't get unordered lists

created in Word to render well in Kindle Create. All the start characters of the unordered list were always vertically misaligned which looks awful and was unacceptable. So my advice here is just to use ordered lists instead. There are no such problems with ordered lists(see below).

Creating Ordered Lists

Here's how I create my ordered lists in MS Word for Kindle Create:

1. Create a list style in Word and call it *list-style*. Set your preference of font-size and space before and space after within this named style.

2. Then use your cursor to highlight all your ordered list block.

3. Style your list block using *list-style*.

4. Then click on the **Home > Ordered List** button and create the ordered list.

5. Then click on the **Paragraph** button or just right-click in the list block and choose **"Paragraph"** and ensure that **Alignment** is set to **"Justified"** and **Indentation > Left** is set to **"0".** By doing this last step, your list indent in Kindle Create will default to **"0.25in"**. If you didn't do this step then the indent would be **"0.5in"**, which is far too wide or deep for a Kindle Tablet or mobile phone.

After you have completed the above, you will also notice that the ordered list will not have an indent in Word. Don't worry about this because when you load your Word doc into Kindle Create, all your numbered lists will all have a standard indent of **0.25"**by default**.** Also please note that you will not be able to edit ordered lists at all in Kindle Create.

How to Create a Clickable TOC

The best and quickest way to create either a single level or multi-level TOC in MS Word is to use MS Word's **AutoTOC** feature. You can also create a doc TOC using the **Bookmark/Hyperlink** method.

Before you can use **AutoTOC** you should first style all your headings(and sub-headings) that you want to see in your doc TOC using Word heading styles because **AutoTOC** will use these heading styles as markers to select the headings for your doc TOC. At a minimum, you should style all your main headings or chapter headings that you want to see in your TOC using **"Heading 1"**style. This will give you a single level or flat TOC when you use Word's AutoTOC facility. If you use more than one heading style then **AutoTOC** will give you a multi-level TOC.

Here are the necessary steps for creating a clickable doc TOC in Word using the

AutoTOC facility:

1. Place your cursor where you want the TOC to start on your TOC page.

2. Click on **Reference > Table of Contents > Insert Table of Contents**.

3. In the new dialogue be sure to deselect or untick **"Show page numbers"** and select the **Format** template that you want to use. I normally just use **"From template"**.

4. Ensure that **"Use hyperlinks instead of page numbers"** is selected(ticked).

5. Using the **Show levels** spin widget, select the different heading styles to be included in your TOC. If you select just **h1** then only a single level TOC or flat TOC will be created comprising of just headings using **"Heading 1"** style. If you also choose **h2, h3, h4** etc then you will get a multi-level doc TOC provided that **h2, h3** and **h4** styles have been used in your Word doc.

6. Use the **Web Preview** display panel to confirm that you have set up your TOC correctly.

7. Then click **OK** and a doc TOC will automatically be created on your TOC page.

See diagram below:
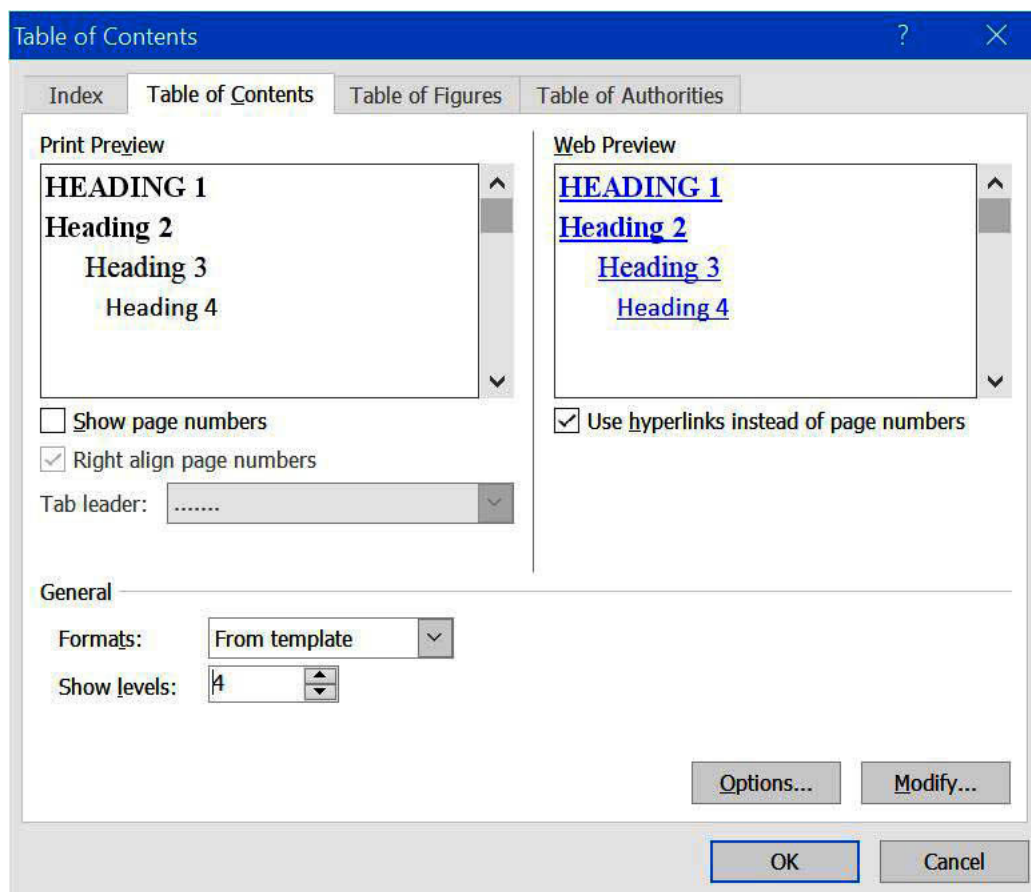
Another Way to Prepare Tables

If your tables created in MS Word are of poor quality in Kindle Create then try converting your tables into images. The easiest way to convert tables to images in MS Office is to use MS Excel and MS PowerPoint in the following way:

1. Create your table in **MS Excel** and save the file.

2. Open **MS PowerPoint** and import your Excel spreadsheet.

3. In **Powerpoint**, resize the table and background to your preference.

4. Export or save your **Powerpoint** file as a jpeg image.

5. If required, use a graphics app to resize your image and crop your image to the table image boundaries.

6. Insert the new table image using Kindle Create(not MS Word).

You can also directly convert your Excel spreadsheet to jpeg image using one of the many online converters like **Zamzar**. And you should always insert your table images in Kindle Create because it's easier, safer, less error prone and gives you higher quality images rather than inserting your images in MS Word.

Checking Your Word doc Using Kindle Previewer

After you have finished formatting your ebook in MS Word, it's always a good idea just to quickly do a final check of your Word doc using **Kindle Previewer**(KP). Doing this check will give you a much better view of your ebook layout on other Kindle devices. To test your Word doc, just open KP and, using drag-and-drop, just click on your Word doc file icon and drag it into KP and drop it into the app and then check the text, headings, layout, TOC, links and metadata of your converted Word doc in KP to make absolutely sure that there are no glaring errors before loading your Word doc into Kindle Create.

Saving Your Work

After you've finished formatting and checking your Word doc you should make sure that you save your Word doc to a safe location. You could just save your Word doc to your computer's hard drive but a much better and safer option would be to save your work to DropBox, Google Drive or to an external hard drive just in case your computer suddenly crashes or dies and you lose all your data.

Word Formatting vs. KC Formatting

I thought that it would be both fun and educational just to compare these two apps according to which task is better suited to which application. I've broken it down into two simple lists which basically define which app is quicker or easier with a particular editing or layout task:

> ***Tip!***...You should always prepare your Word doc for Kindle Create in exactly the same way you would prepare a Word doc for direct upload to Amazon Kindle.

MS Word is best at:

1. Formatting headings and text quickly using paragraph styles.

2. Adding external and internal links

3. Adding bookmarks

4. Adding a multi-level doc TOC

5. Adding footnotes, endnotes and tables.

6. Fixing LITB issues.

Kindle Create is best at:

1. Adding theme fonts.

2. Adding, resizing, replacing and removing ebook images

3. Adding/adjusting horizontal spacing, vertical spacing and indents

4. Adding stylish dropcaps, separators, first-paragraph-no-indent, blockquotes etc

5. Adjusting character styling.

6. Adding a single level doc TOC(not a multi-level or multi-indented TOC)

7. Adding a Logical TOC or Interactive TOC

Kindle Create also suffers from one other big drawback. For instance, if you have to change or adjust the font, font color and font size of all your main headings in Kindle Create then you will have to implement all these changes manually and individually to each ebook heading on a one-by-one basis throughout your ebook in KC. And that's because KC does not use named paragraph/heading styles. Whereas in MS Word, after creating and applying a heading style, all you would have to do is just make all these heading changes once in the relevant heading style and it's done. That's also why I advise that it's always best practice to completely format your ebook properly using paragraph/heading styles in Word before loading it into Kindle Create. Because doing it using paragraph/heading styles in Word is so much easier and quicker in MS Word than doing the same styling tasks in KC, so this advice should hopefully save you a lot of time.

Word Formatting Tips

1. Make sure that you fully format your ebook/book in MS Word – to the max!! That means that your book in Word should look exactly the way you want it to look in your Kindle ebook. And you should always use paragraph styles throughout your Word doc to define the styling of all main headings, text and spacing in your ebook. Doing it this way, using Word paragraph styles, helps to greatly reduce the number of Kindle Create tasks and will make all remaining tasks much easier and quicker to complete in Kindle Create.

2. Ensure that you learn and apply the Kindle formatting guidelines or rules for MS Word. If you don't do this then I promise that you will have problems.

3. Remember that it's much easier to add and resize all your ebook images in Kindle Create. It's also far quicker to safely add, remove, replace or resize images

in Kindle Create rather than doing these same tasks in MS Word.

4.   I always set a default font size of **"12pt"** for all my reading text in Word(using the **"Normal"** style). This is the normal default font size for reading text in ebooks. For print books the normal font size for reading text is usually **"11pt"**.

5.   When I create lists for Kindle Create, I always create a single generic list style in Word for my ordered lists as described in this chapter. I always use **"11.5pt"** font size with a space before of **"6pt"** in my list style. Using smaller text size like this helps to distinguish lists from the reading text and also helps to gently make them stand out. I also think that doing lists this way looks more professional as well.

CHAPTER 3

## *Preparing a Word Doc Using LibreOffice Writer*

Since both LibreOffice Writer(LW) and OpenOffice Writer(OW) have the same layout and behavior, the workflow descriptions in this chapter will apply to both LW and OW. And from this point on I will only be describing how to format a Word doc just using LibreOffice v6.2. I would also advise that the reader use the most up-to-date versions of LW or OW to avoid any problems.

I have also assumed that the reader is a LW user who is already well acquainted with the layout, behavior and usage of LibreOffice Writer and so I will only be giving a general workflow overview of how to prepare a Word doc for KC using LibreOffice Writer.

Kindle Create users should also be aware that it doesn't matter whether you are preparing a reflowable ebook, a fixed format ebook or a paperback book, the initial preparation of your Word doc using LW, in terms of formatting, styling and layout, will be exactly the same for Kindle Create.

What follows in this section is a step by step overview which will show the reader how to properly prepare their Word doc using LibreOffice Writer for Kindle Create.

Workflow for a Word doc using LW

Format and layout your book in LW

↓

Use **paragraph styling** throughout

↓

Save as Word docx
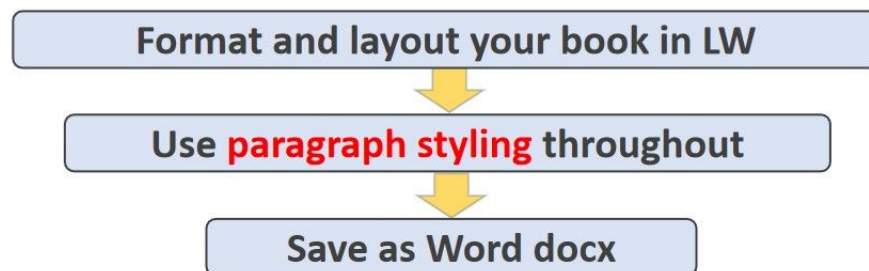
Here is a brief overview of the formatting and layout tasks you will have to complete in LibreOffice Writer:

1. Format the book title and subtitle elements on the title page.

2. Format the ebook's body text or reading text.

3. Format all major headings and chapter headings using a single heading style.

4. Create a multi-level(multi-indented) TOC or a single level doc TOC.

5. Add ebook images(optional).

6. Add internal and external links.

7. Add special Kindle formatting requirements.

Detailed Workflow

What follows is an overview of how you should format your Word doc in LibreOffice Writer:

### 1. Format your book title

Format your book title, author name, subtitles etc in any way you prefer – you don't have to use a heading style. I find that creating and using named paragraph styles in LW saves time and, overall, tends to speed up your heading/text formatting and layout tasks in LW. If you want your book title in your ebook TOC as **"Title Page"** then you can easily implement this in Kindle Create with just one click, so there's no need to use a heading style now for your book title in LibreOffice Writer. How to do this is also fully described later in Chapter 4.

2. Format the body text or reading text

You can format the reading text in the front matter, chapter text and back matter of your ebook using paragraph styles in LW. Again, using paragraph styles like this will save you time and will speed up your text formatting tasks.

3. Format all your main headings using a single heading style

At a minimum, you should always format all your main headings and chapter headings(that will be in your doc TOC) in **"Heading 1"** style from the **Styles panel**. If you are creating a multi-level or multi-indented TOC then you can also use other heading styles as markers for the **AutoTOC** facility in LW. The **AutoTOC** feature will automatically find those headings to help create your ebook's single level or multi-level doc TOC. Later, if you prefer, Kindle Create will also find and use those same heading styles during Word conversion to allow you the option of automatically creating a single level **Interactive TOC** on the Kindle device. See image below:
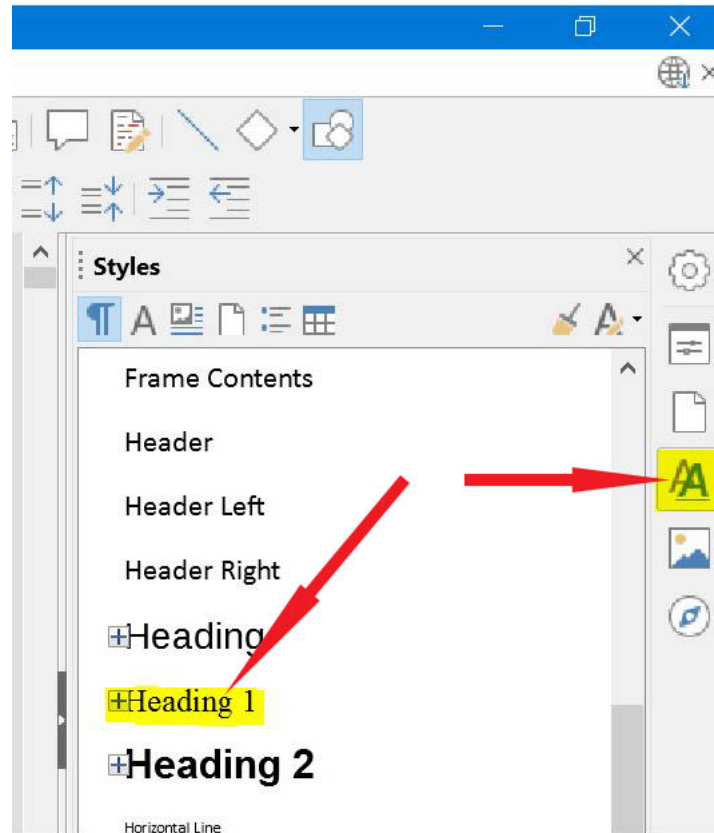
4. Create a doc TOC

You can create a doc TOC in two ways in LibreOffice Writer(LW). You can click **Insert > Table of Contents and Index > Insert Table of Contents, Index etc** to automatically create a doc TOC for you. For a detailed explanation of how to create a clickable TOC using the **AutoTOC** facility in LW – see this link. You can also use the **bookmark/hyperlink** method to manually create the TOC item links in your doc TOC if you wish.

5. Add ebook Images

You can add all your ebook images to your LW doc using **Insert > Image** in the normal way. Later, in Kindle Create, you can easily and safely resize your images as necessary with just one click. Also remember that you can only add and use JPEG images in Kindle Create. And, whenever possible, your ebook images should always have an original photo-capture resolution of at least 300 ppi for best quality – this is certainly a must for fixed format ebooks and paperback books created using KC. It's also worth remembering that it's far easier and less error prone to add, change remove, replace or resize your ebook images in Kindle Create rather than doing these same tasks in MS Word.

6. Add links and bookmarks

Add all external links as well as internal bookmarks and links as you normally would in LW using **Insert > Bookmark** and **Insert > Hyperlink** respectively.

7. Special Kindle formatting requirements(for reflowable ebooks only)

In LibreOffice Writer you should set a bookmark within the TOC heading named **"toc"** on the TOC page. The purpose of setting up this bookmark is to ensure that **Table of Contents**link is set up properly in the **Go To** or **Navigation Menu**on the Kindle device. By the way, the **Cover** link in the **Go to Menu** on the Kindle reader will automatically be set on conversion after you have added your Amazon Product Page image and uploaded your ebook on KDP.

To ensure that there will be no problems in the Look Inside version(LITB) of your ebook click on the **Styles button**in LW.
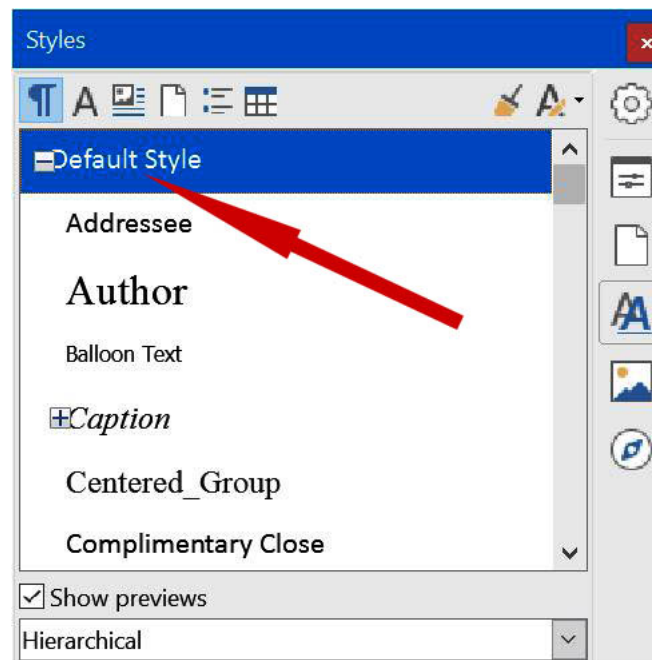
Then right click on **"Default Style"** and select the **Modify > Indents and Alignment tab**and set **Alignment**to **"Justified".** See diagram below:
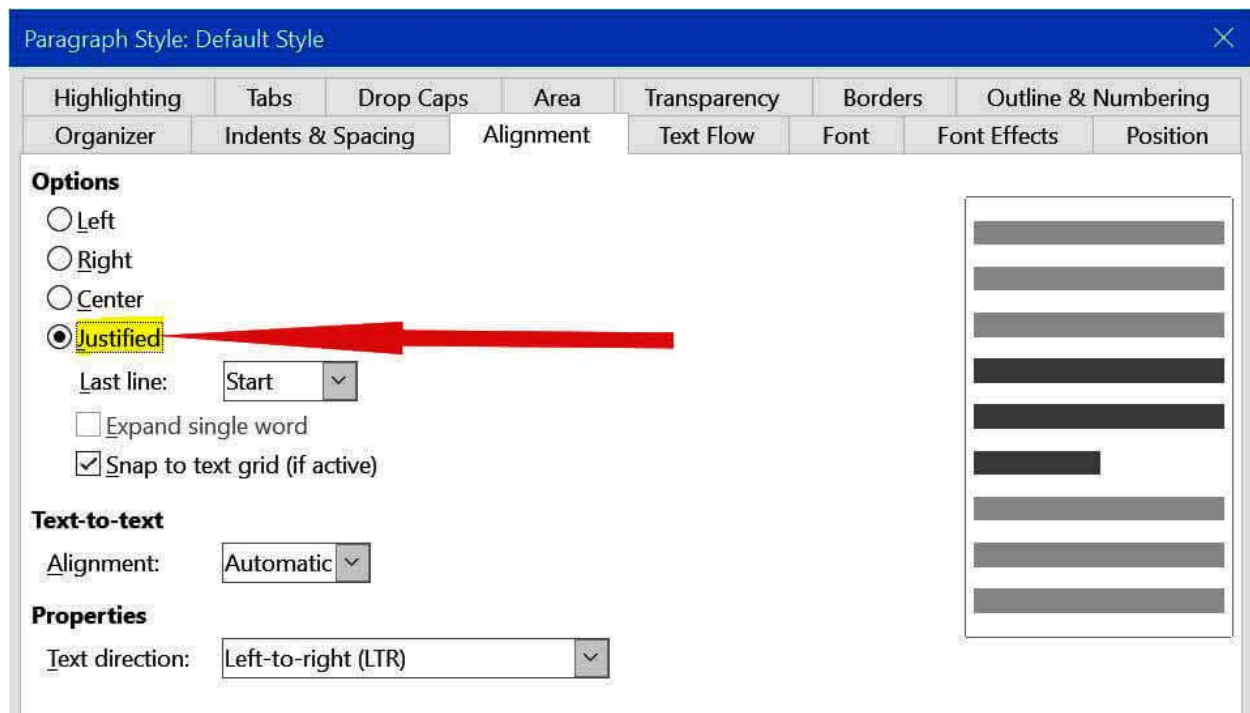
In the **Indents & Spacing tab** set no-indent by setting **Indent > First Line** to **0.01**". See diagram below.
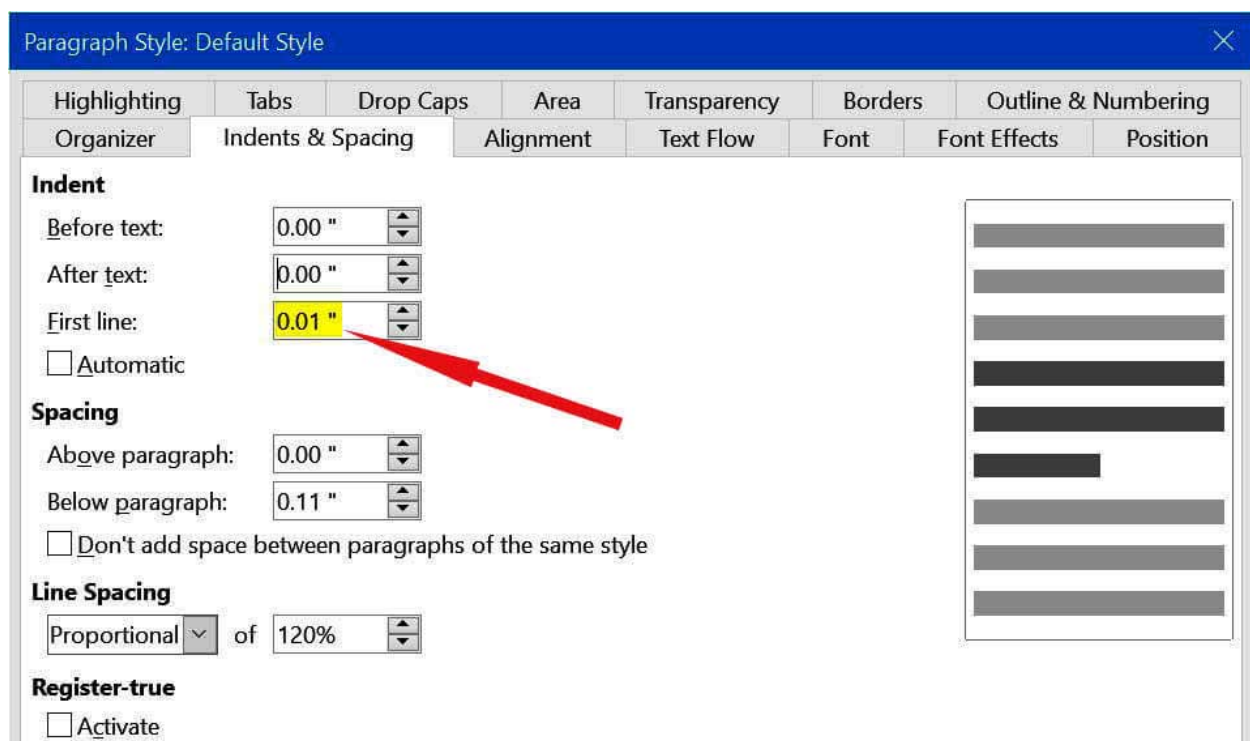
Doing the above will help to avoid or cure the following common problems in the

Look Inside version of your reflowable ebook:

1. **All reading text has unwanted indents throughout**. If you are using blocktext paragraphs throughout in your ebook, this problem can be cured by just modifying the **"Default Style"** indent value in LW to **0.01"**. If you are using fiction style in your book then you will also need to create and use another paragraph style containing an indent. There are two types of generally acceptable paragraph styling for ebooks/books. Either you use blocktext style(with no indent) throughout your book with a space before or space after each paragraph or you can use fiction style where the first paragraph of every chapter is not indented while all succeeding paragraphs in the chapter have indents. Blocktext style is normally used for non-fiction publications like textbooks, how-to books, research papers etc. But if you are writing a novel rather than a textbook then fiction style is usually the preferred norm.

2. **All centered text and centered headings are wonky and off-centered**(also caused by unwanted indents). Setting the **"Default Style"** indent value to **0.01"** as advised above will also remove any unwanted text indents or heading indents to cure this problem.

3. **All reading text is ragged right(left aligned)** and should normally be justified. Setting the **Default Style** style to **"Justified"** should cure this problem.

4. **Spacing between end sections and start sections is too small or inconsistent**. Modifying the **Heading 1** style in LW by adding a space before paragraph value of between **"24pts"** should cure this problem to give you consistent and acceptable spacing between all main sections in the Look Inside version of your ebook. You will also have to create the same consistent spacing for all your individual front and back matter sections – including copyright page, acknowledgements, dedication, about the author, other books, reviews etc. See below.
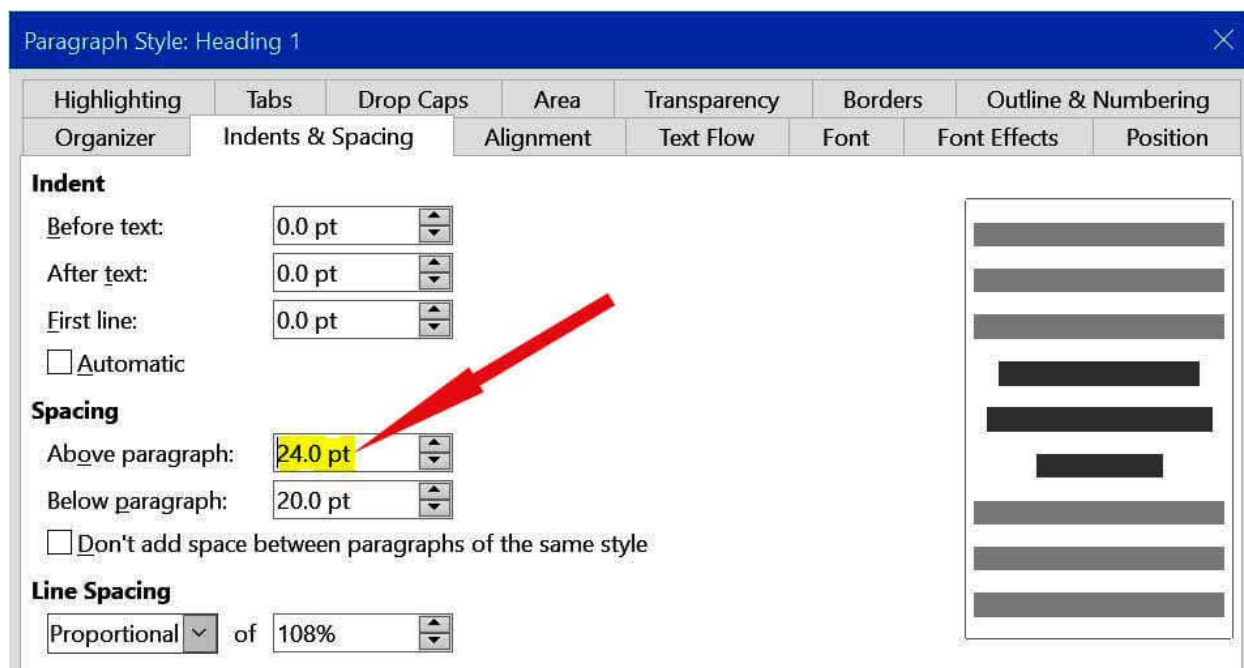
Setting the **"Default Style"** style attributes as described above explicitly sets all the defaults for all the styles in your document to text justified with no-indent because all the **"Default Style"** attribute values will automatically be inherited by all other paragraph styles as their default values.

Standard Layouts Used in Books and eBooks

For both ebooks and books there are really only two recognized writing or layout styles that you should use. The first style, which is normally always used for fiction novels, is often simply referred to as "fiction style". This is where the first paragraph in a chapter always has no indent whereas all succeeding paragraphs in the chapter will have indents. Then there is another layout style called "blocktext style" where all the reading text paragraphs are formatted in one way throughout all the chapter text in the book – where every paragraph has no indent with a set space above or space below that is normally set to between **8pt** and **10pt** spacing. Blocktext style is normally used for textbooks, how-to books, research papers etc. My own preference has always been to go with the defined standard for "fiction style" and "blocktext style" as described above. For my novels I would always use "fiction style" and for my health books and how-to books I would always use "blocktext style". Having said all that, I've seen plenty of ebook novels that have used "blocktext style" and I've also seen plenty of textbooks that use fiction style. So this layout style decision is really up to you.

How to Prepare and Insert High Quality Images

If you are inserting full page-sized images, you could insert the image into your

document using **Insert > Image** in LW. A much better option would be to insert your full page image into your book – at a minimal size of at least 1200 x 1800 pixels(or larger) enabling **High Definition Visuals** for KFX format using Kindle Create(see [this link](#) for details), which would also be much safer and far less error prone than inserting your full-page image in MS Word.

For fixed format ebooks and paperback books, if you want to insert images(small or large) onto a page in Kindle Create, for best image quality results you should always ensure that your image has an original photo-capture resolution of 300 ppi. If you have an original image with a low resolution like 96 ppi then, in a graphics app like **Irfanview**(free), you should increase the image resolution by multiplying by 4 to 384 ppi without resampling (make sure the ppi outcome is always higher than 300 ppi). Then just reduce the resolution to 300 ppi using *linear* or *bicubic* resampling. This method of image preparation should always be used for all ebook images in your fixed format ebooks and paperback books. **Irfanview** is also particularly useful for increasing the size of images, at a set resolution, with minimal image degradation. Using **Image > Resizing/Resampling** in **Irfanview** and with just one click you can double or half the size of an image at a set resolution with minimal image degradation. See image below, which shows the Resize/Resample dialogue window for **Irfanview**:
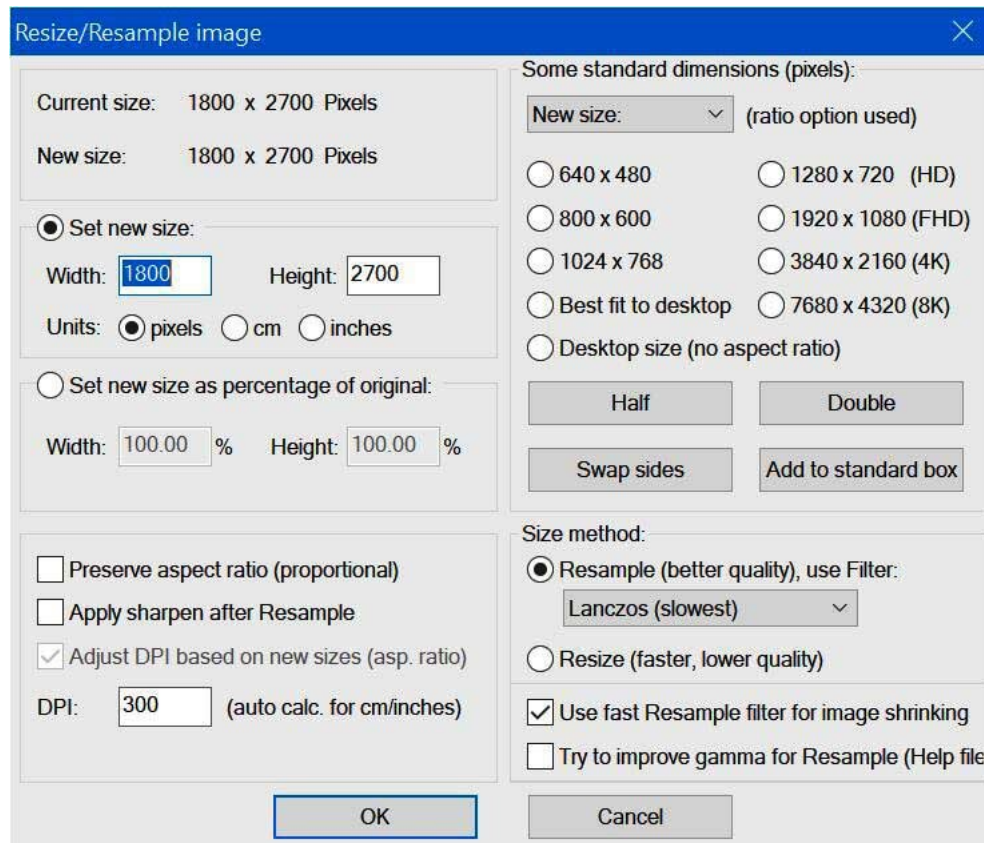
For reflowable ebooks only, you should always try and insert your ebook images with a resolution of between 72 ppi and 150 ppi, which will help to keep your ebook file size reasonably small for upload to help avoid Kindle's download penalty. If you want to prepare smaller images which have small-sized text on it – such as charts or a snip or snapshot of a window or window section on a computer – then you will have to use a different method. After you have taken the screen snip or window snip, the resolution will probably be 96 ppi. Just insert that image – without changing the resolution – onto your ebook page in Kindle Create for best quality results.

For image-dense reflowable and fixed format ebooks only, when you finish the above preparation of your ebook images you should then reduce their total file size by using the **TinyPNG** website. **TinyPNG** will compress all your images by up to 50% of their original file size using lossless compression i.e. with no loss in image quality. So if you have an image-dense ebook then you should use the **TinyPNG** website to reduce image file size in order to avoid Kindle's download penalty which will reduce your ebook profits. I've used 42 images of varying sizes in this book and, after using **TinyPNG**, the total file size of my ebook is only about 2.29 Mb, which is well within Kindle's 5Mb file size limit.

> **Tip!**...It doesn't matter whether you are creating a reflowable ebook, fixed format ebook or a paperback, you should always format your Word doc using paragraph styles.

And just to hammer the point again so you won't forget – you should <u>always</u> insert all your ebook images using Kindle Create – not LibreOffice Writer – for best image quality results. The main reason I keep mentioning this is that your KPF file will be converted to KFX format and the KFX specification states that all images in a KFX file will have **High Defintion Visual support(HDV)** -- which is high quality. So if you add your images using Kindle Create then **HDV** support will always be assured. I've also noticed in my testing that images added to a Word doc that has been imported into KC look more fuzzy(lower quality) than images that are directly added into your ebook using Kindle Create. That's really why you should always add your ebook images using Kindle Create – to assure properhigh quality **HDV** images in your KFX ebook.

Creating Lists that Work Well in Kindle Create

Creating Unordered Lists

Some bad news here I'm afraid. Try as I might I couldn't get unordered lists created in Word to render well in Kindle Create. All the start characters of the unordered list were always vertically misaligned which looked awful and was unacceptable. So my advice here is just to use ordered lists instead. There are no such problems with ordered lists(see below).

> **Tip!**...Remember that styling and formatting an ebook in KC is exactly the same for a print book because both routes require a Word doc loaded into Kindle Create

Creating Ordered Lists

1. In LW, create a list style and name it *list-style* and set your own preference of font-size and vertical spacing within this named style.

2. Then, using your cursor, highlight your whole ordered list block.

3. Style your list block using *list-style*.

4. Then click on the **Ordered List** button and create the ordered list.

5. Next, right-click and choose **Paragraph**>**Indents and Alignment tab** and ensure that **Alignment** is set to **"Justified"** and **Indentation > Left** is set to **"0"**. By doing this last step, your list indent in Kindle Create will default to **"0.25in"**. If you didn't do this step then the indent would be **"0.5in"**, which is far too wide or deep for a Kindle Tablet or mobile phone.

After you have completed the above, you will also notice that the ordered list will not have an indent in LW. Don't worry about this because when you load your LW-derived Word doc into Kindle Create, all your numbered lists will have a standard indent of **0.25"**by default**.** Also please note that you will not be able to edit ordered lists at all in Kindle Create.

How to Create a Clickable TOC

This description applies to both LW and OW since both these apps have virtually the same app layout and behavior. I also know that many new or first-time LibreOffice Writer users and OpenOffice Writer users usually have major problems with creating a clickable doc TOC using the **AutoTOC** facility, which is why I've included a detailed description of how to create a doc TOC with links here:

1. Place your cursor where you want your doc TOC to start on your TOC page.

2. In LibreOffice Writer, click on **Insert > Table of Contents and Index > Table of Contents, Index or Bibliography.**

3. In the new dialogue, in the **Type tab**, set **Title** to "**Table of Contents"** or **"Contents"**, set the **Type** dropdown to **"Table of Contents"** and then finally deselect or untick **"Protected against manual changes"**. Doing this just allows you to edit the TOC in your document after TOC creation.

4. Then click on the **Entries tab**.

5. Select **h1**(**"Heading 1"** style)in the **Level** columnat top left.

6. Then click on the**"T" button** and just press the **Delete key** on your keyboard. This will remove all the tabbed dots for all **h1** entries in your TOC. Check that this is the case in the right hand preview panel.

7. Now click on the **"#" button** and press the **Delete key** on your keyboard. The page numbers will be removed from all **h1** entries in your TOC. Again check that this is the case in the right hand preview panel.

8. Now just repeat the above for all the other heading levels(i.e. **h2, h3, h4** etc)

that you want to include in your clickable doc TOC.

9. When you've finished creating your TOC, click **"OK"** and your clickable TOC will automatically be created on your selected TOC page. If you have only used **"Heading 1"**(**h1**) style then you will just get a clickable single level or flat doc TOC. But if you've also used and included **h1, h2, h3, h4** etc then you will get a clickable multi-level(or multi-indented) doc TOC.

See diagram below:
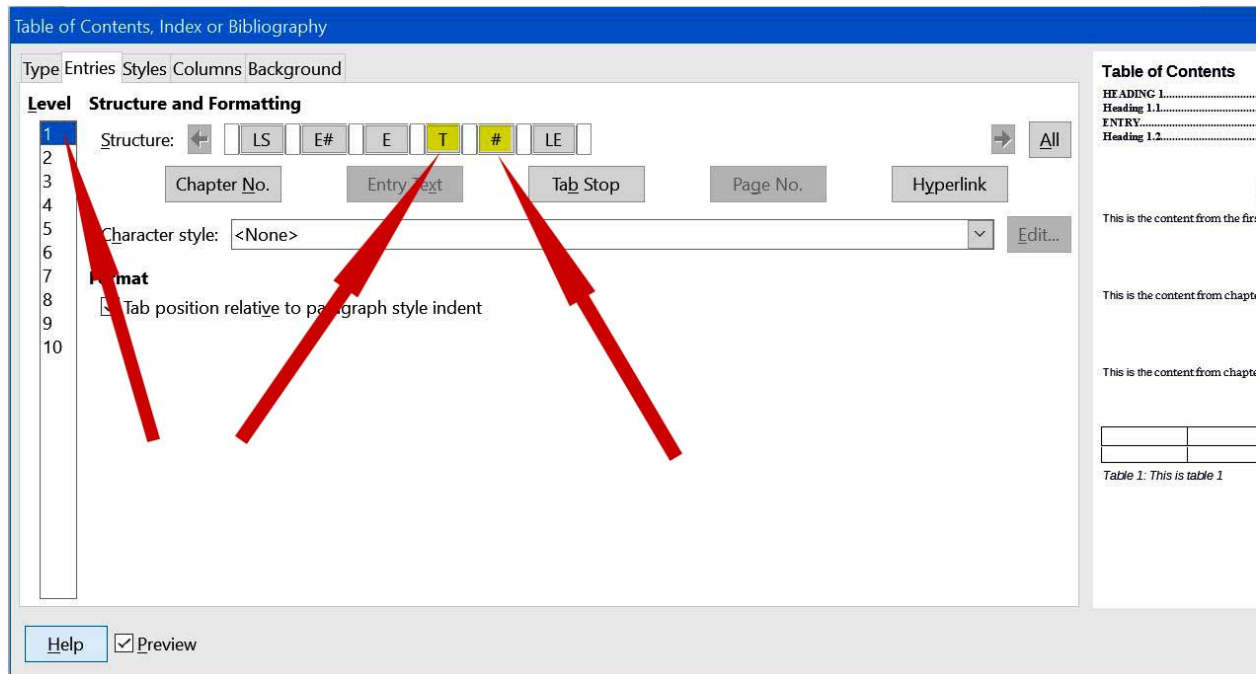
Saving Your Work

After you've finished formatting your book in LibreOffice Writer you should make sure that you save it as a Word doc to a safe location. You could just save your Word doc to your computer's hard drive but a much better option would be to save your work to DropBox, Google Drive or to an external hard drive just in case your computer suddenly crashes or becomes unusable – and you lose all your data.

Checking Your Word doc Using Kindle Previewer

After you've finished formatting your ebook in LibreOffice Writer and saved it as a Word docx file, it's always a good idea just to quickly test and check your Word doc using **Kindle Previewer**(KP) standalone app. Doing this will give you a much better view of your ebook layout on other Kindle devices. To test your Word doc, just open KP and, using drag-and-drop, just click on your Word doc file icon and drag it into KP and drop it into the app and then check the text, headings, layout,

TOC, links and metadata of your converted Word doc in KP to make absolutely sure that there are no glaring errors in your Word doc before loading it into Kindle Create.

LibreOffice Formatting vs. KC Formatting

I thought that it would be both fun and educational just to compare these two apps according to which task is better suited to which application. I've broken it down into two simple lists which basically define which app is quicker or easier with a particular editing or layout task:

> *Tip!*...You should always prepare your Word doc for Kindle Create in exactly the same way you would prepare a Word doc for direct upload to Amazon Kindle.

LibreOffice Writer is best at:

1. Formatting headings and text quickly using paragraph styles.

2. Adding external and internal links.

3. Adding bookmarks.

4. Adding a multi-level doc TOC.

5. Adding footnotes, endnotes and tables.

6. Fixing LITB issues.

Kindle Create is best at:

1. Adding theme fonts.

2. Adding, resizing, replacing and removing ebook images.

3. Adding/adjusting horizontal spacing, vertical spacing and indents.

4. Adding stylish dropcaps, separators, first-paragraph-no-indent, blockquotes etc.

5. Adjusting character styling.

6. Adding a single level doc TOC(not a multi-level or multi-indented TOC).

7. Adding a Logical TOC or Interactive TOC.

Kindle Create also suffers from one other big drawback. For instance, if you have to change or adjust the font, font color and font size of all your main headings in Kindle Create then you will have to implement all these changes manually and individually to each ebook heading on a one-by-one basis throughout your ebook in KC. And that's because KC does not use named paragraph/heading styles. Whereas in MS Word, after creating and applying a heading style, all you would have to do is just make all these heading changes once in the relevant heading style and it's done. That's also why I advise that it's always best practice to completely format your ebook properly and thoroughly as you can using paragraph/heading styles in Word before loading it into Kindle Create. Because doing it using paragraph/heading styles in Word is so much easier and quicker in MS Word than doing the same styling tasks in KC, so this advice should hopefully help save you a lot of time.

LibreOffice Writer Formatting Tips

1. Make sure that you fully format your ebook/book in LibreOffice Writer(LW) – to the max!! That means that your book in LW should look exactly the way you want it to look in your Kindle ebook. And you should always use paragraph styles throughout to define the styling of all main headings, text and spacing in your ebook. Doing it this way, using paragraph styles, helps to greatly reduce the number of KC tasks and will make all remaining tasks much easier and quicker to complete in Kindle Create.

2. Ensure that you learn and apply the Kindle formatting guidelines or rules for Word. You should also apply these same guidelines when you are formatting your ebook in LW. If you don't do this then I promise that you will have problems.

3. Remember that it's much easier to add and resize all your ebook images in Kindle Create. It's also far easier and quicker to safely add, remove, replace or resize images in Kindle Create than doing these same tasks in LW.

4. I always set a default font size of **"12pt"** for all my body text or reading text in LibreOffice Writer(using the **"DefaultStyle"**). This is normally the accepted default size of your reading text in ebooks. For paperback books the normal font size for reading text is usually **"11pt"**.

5. Whenever I create a list in KC, I always usually create a single generic list style in LW for my ordered lists as described in this chapter. I always use "**11.5pt"** font size with a space before of "**8pt"** in my list style. Using a slightly smaller text size helps to distinguish lists from the reading text and helps to gently make them stand out. I also think that doing it this way looks more professional as well.

PART III

Using Kindle Create

CHAPTER 4

Create a Reflowable eBook

In this chapter, I will be describing in detail how to load a Word doc into KC and how to format your ebook to create a reflowable ebook as a KPF file for upload to KDP. This will more or less be described(with options) in a detailed step by step manner.

What follows is a step by step detailed guide on how to load your Word doc into Kindle Create in order to complete any final formatting or layout tasks. This description also assumes that you have already followed and completed the formatting and styling of your Word doc as advised in Chapter 2.

If you are planning to release your novel on Amazon as both an ebook and as a paperback, then you should always prepare your reflowable ebook version first in KC and then create your paperback version in KC afterwards. If you do it this way, as you will discover, preparing your paperback book will be greatly simplified and quick because you can actually use your ebook's KCB project file version(which has already been formatted and prepared properly in KC) to create your paperback version in Kindle Create thus saving yourself a whole lot of time and effort.

And because you should have done all the formatting necessary in your Word doc already, then any formatting/layout tasks that still need to be done in Kindle Create will be kept to a glorious minimum.

Workflow for a Reflowable eBook

```
┌─────────────────────────────────────┐
│   Load a formatted Word doc into KC  │
└─────────────────────────────────────┘
                  ↓
┌─────────────────────────────────────┐
│    Format and finish-off ebook in KC │
└─────────────────────────────────────┘
                  ↓
┌─────────────────────────────────────┐
│               Save As                │
└─────────────────────────────────────┘
          ↙                   ↘
┌──────────────────────┐  ┌──────────────────────┐
│  project file(*.kcb) │  │  upload file(*.kpf)  │
└──────────────────────┘  └──────────────────────┘
```
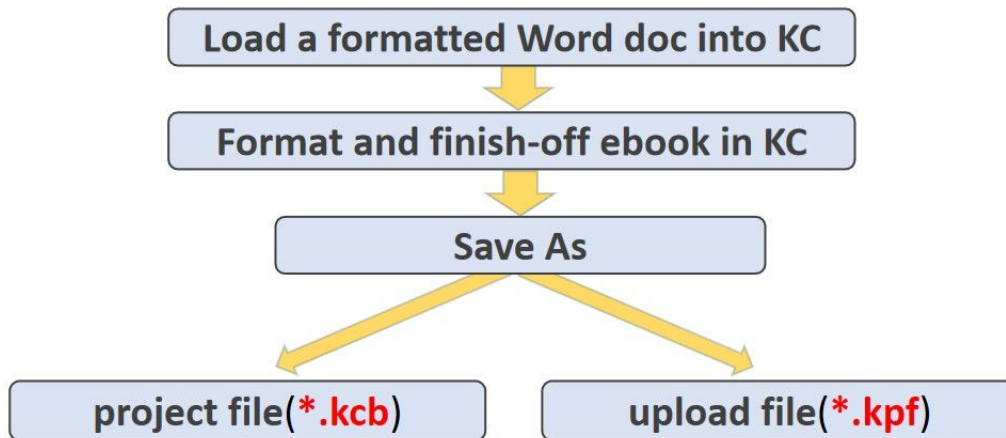
In Kindle Create you will be able to do all the same editing and layout tasks as in MS Word with the following exceptions:

1. You will not be able to create or edit endnotes.

2. You will not be able to create or edit tables.

3. You will not be able to create or edit lists.

As an overview, you will need to complete the following tasks to create a reflowable ebook in KC:

1. Create a new Kindle Create project.

2. Load a properly prepared Word doc into KC.

3. Create a Logical TOC(aka Interactive TOC).

4. Choose and add a theme font according to your ebook's genre.

5. Reformat or adjust your book title on your title page.

6. Reformat or adjust all ebook main headings and chapter headings as you prefer.

7. Add, remove or edit internet hyperlinks.

8. Add, change, replace, resize or remove images.

9. Using other formatting widgets in the Text Properties > Elements tab.

10. Please also take note that you shouldn't have to touch or change the formatting of your ebook's body text or reading text, which should already have been properly formatted in your Word doc.

Detailed Workflow

Here are the steps needed for finishing off your reflowable ebook in Kindle Create:

1. Create a New Project

Open the Kindle Create app and, in the **Start** window, click on the **NewProject from File** button. See diagram below.
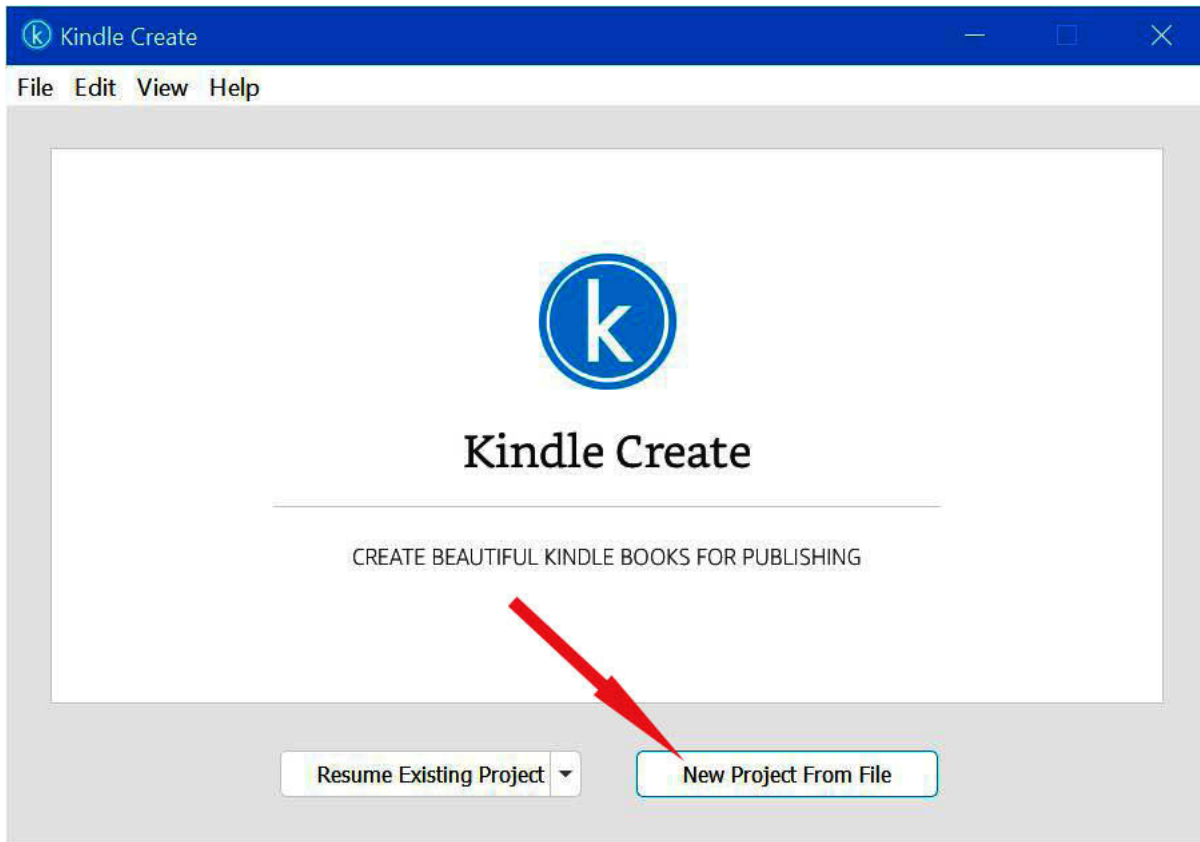
2. Loading your Word doc into Kindle Create

In the new **File Selection** dialog, select the book type and select **Novel, Essays etc**, choose the ebook language from the **Content Language** dropdown and then click on the **Choose File**button to select your Word doc. See diagram below:
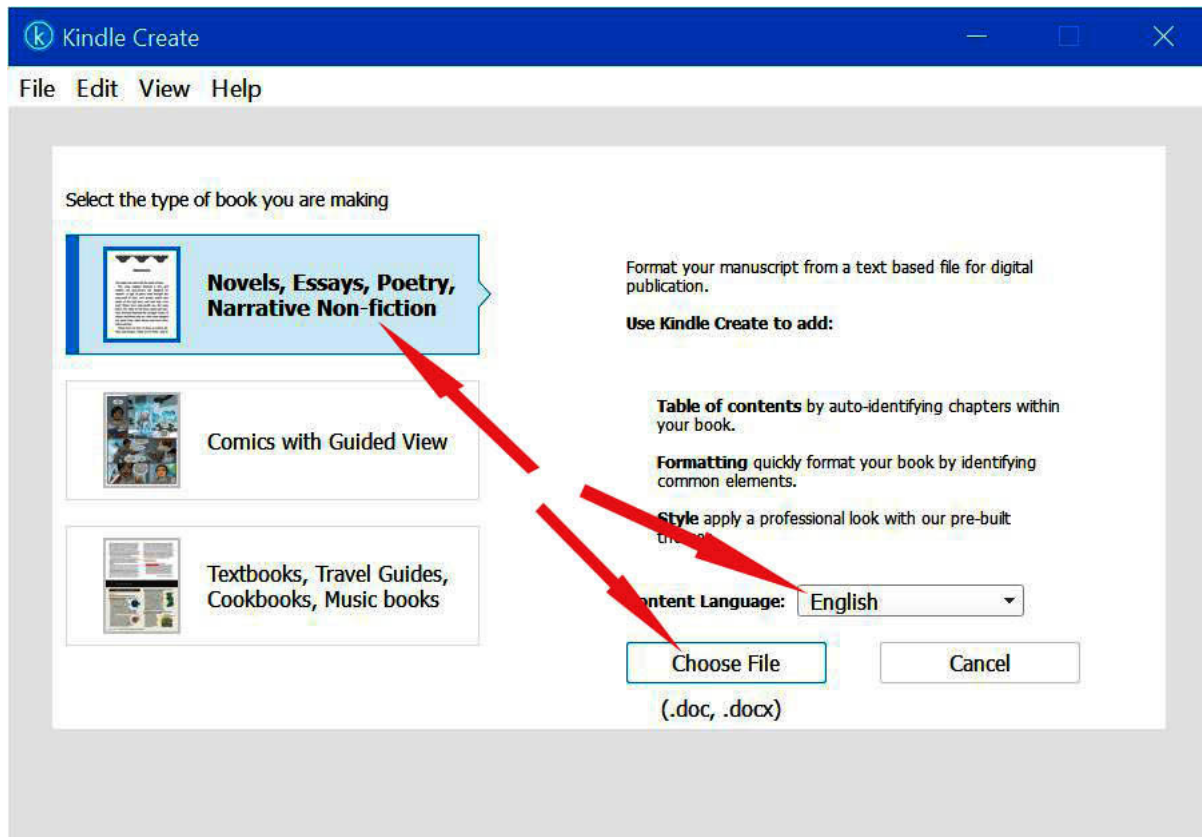
The KC application will open showing the Kindle Create main application window. See diagram below:

The main purpose of this book is to give the reader a complete and convenient step-by-step companion guide – with all the necessary information in one place – on how to create ebooks for fiction and non-fiction novels as well as describing how to format and create paperback books using Kindle Create. This book will, descriptively and visually, show new Kindle Create users all the necessary and basic steps required to create text-heavy, reflowable ebooks(e.g. fiction or non-fiction novels) by loading a Word doc into Kindle Create an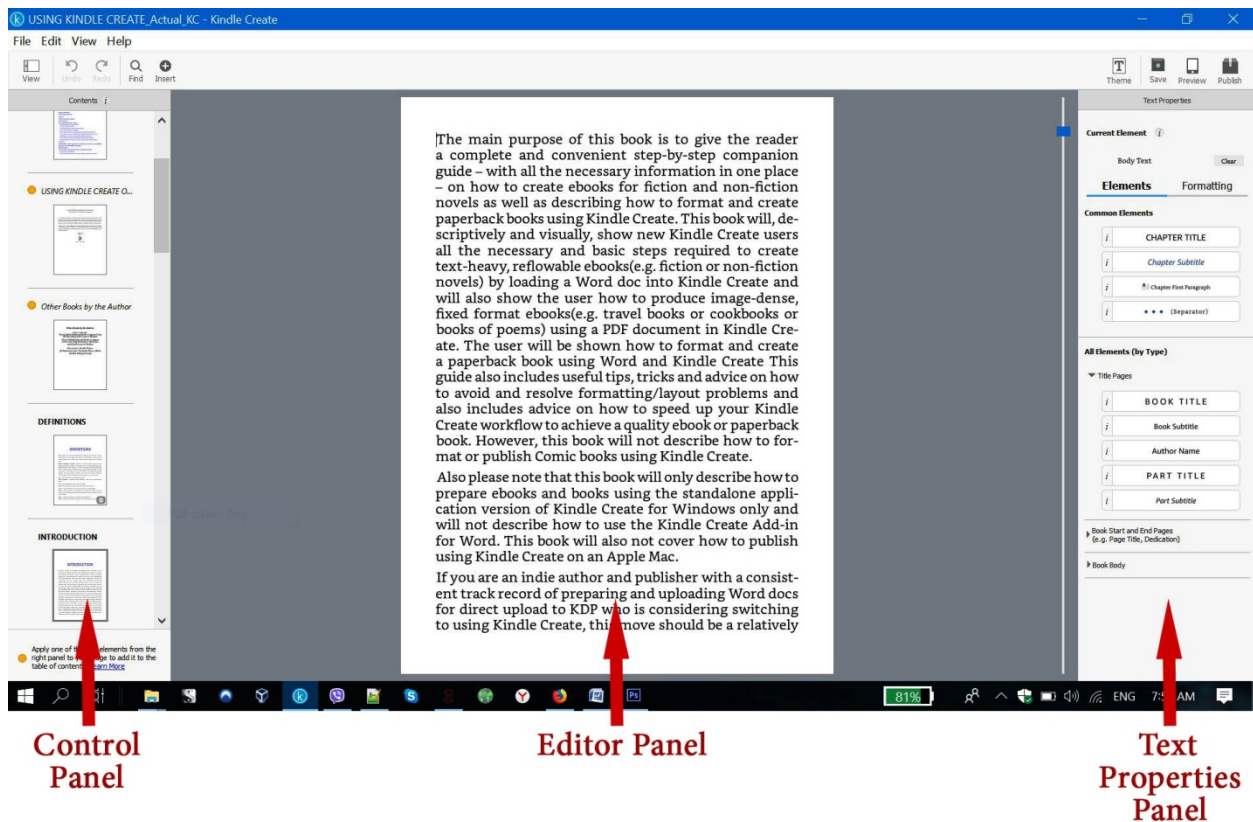d will also show the user how to produce image-dense, fixed format ebooks(e.g. travel books or cookbooks or books of poems) using a PDF document in Kindle Create. The user will be shown how to format and create a paperback book using Word and Kindle Create This guide also includes useful tips, tricks and advice on how to avoid and resolve formatting/layout problems and also includes advice on how to speed up your Kindle Create workflow to achieve a quality ebook or paperback book. However, this book will not describe how to format or publish Comic books using Kindle Create.

Also please note that this book will only describe how to prepare ebooks and books using the standalone application version of Kindle Create for Windows only and will not describe how to use the Kindle Create Add-in for Word. This book will also not cover how to publish using Kindle Create on an Apple Mac.

If you are an indie author and publisher with a consistent track record of preparing and uploading Word docs for direct upload to KDP who is considering switching to using Kindle Create, this move should be a relatively

Control Panel   **Editor Panel**   **Text Properties Panel**

3. Create the Interactive TOC

When you first open the main KC app window, there will be a small dialog window at top left called **Suggested Chapter Titles**. This window helps you to create the **Interactive TOC** on the Kindle device(this has nothing to do with the doc TOC). This must be a single level TOC i.e. not a multi-level, multi-indented TOC because you cannot create a multi-level TOC in KC. The**Suggested Chapter Titles** window dialog will display all headings that use a heading style as already selected(ticked) in KC. To create your preferred **Interactive TOC**, you must deselect any headings that you do not want to see in the **Interactive TOC** or in your KC-generated doc TOC. After you've done that just click the **Accept Selected** button. This automatically creates your **Interactive TOC** and sets up the chapter heading sections of your ebook/book. For more details on how to create the **Interactive TOC** see this link.

See diagram below:
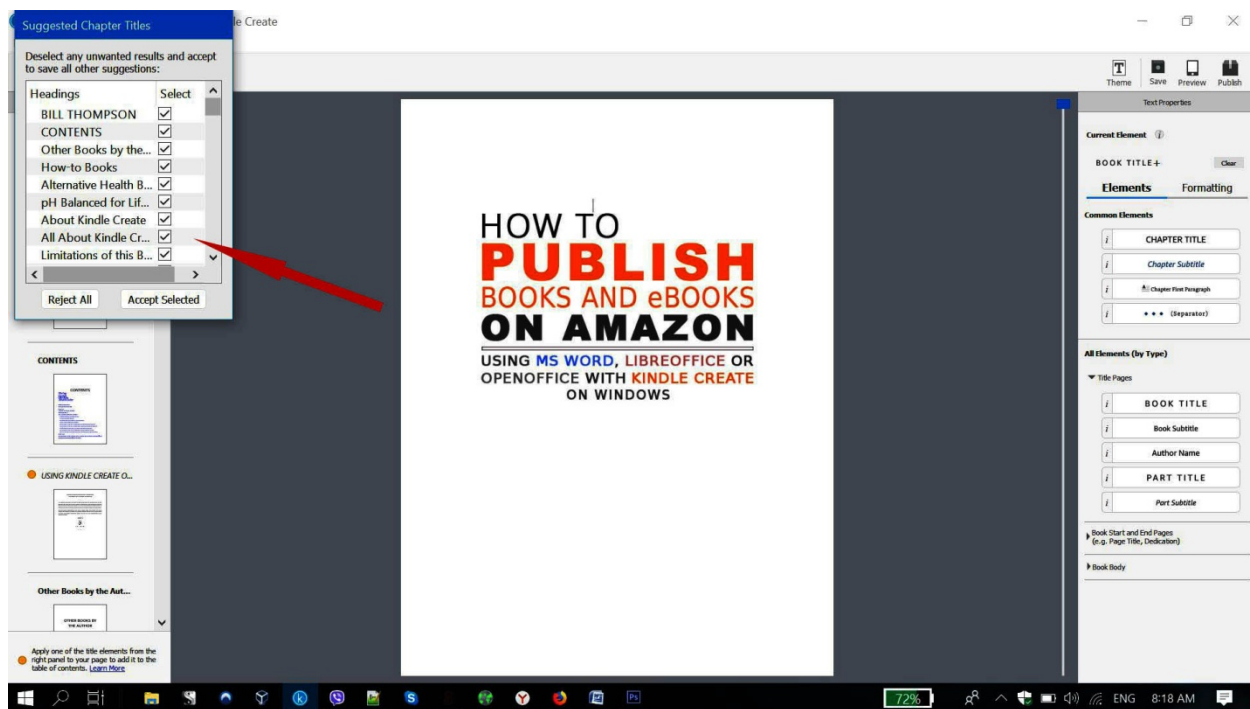
You can also click on a section in the **Control panel** and then use the **Text Properties > Elements tab > Common Elements > Chapter Title** button to add or update that chapter heading to your **Interactive TOC**. See this link for more details.

Note: In Kindle Create, if you want to change the case of your headings in theKC TOC to allcaps, then just physically re-type the headings in capital letters in the Kindle Create editor. Do this for all your headings. Then, when you create your **Interactive TOC** or doc TOC, all chapter headings will be in capitals. And exactly the same method applies if your want to change your chapter headings to title case.

4. Creating your TOC page in KC

You have the option of either using the doc TOC that you created in Word or you can create a doc TOC created in Kindle Create which will only be a single level TOC and which will look exactly the same as your **Interactive TOC**. In the toolbar, click on **Insert > Table of Contents** or just right click on a section in the **Contents** panel and select **Insert Table of Contents** and a single level doc TOC will automatically be created on the new page above your selected section. See diagram below.
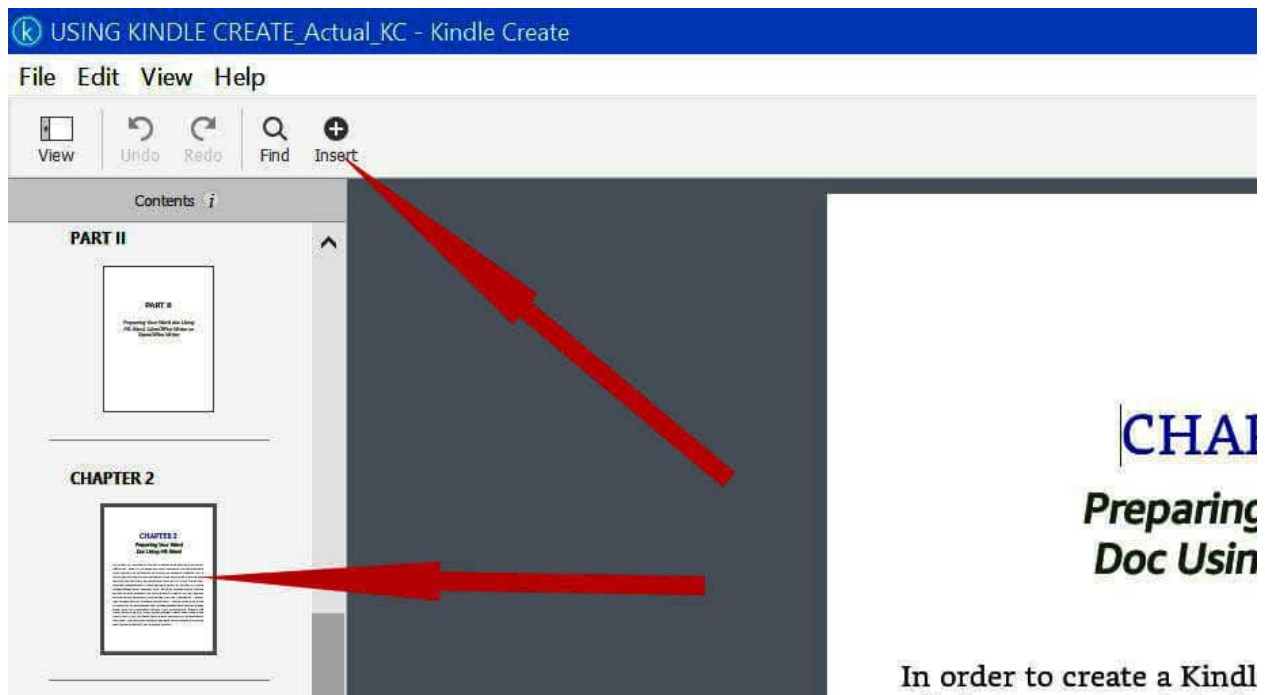
## 4. Choose and add a theme according to your book's genre

Click on the **Theme** button on the RHS of the top Toolbar and a **Themes** dialog will appear where you can select a particular theme for your ebook's genre. There are four available themes: **Modern, Classic, Cosmos, Exo and Amour**.
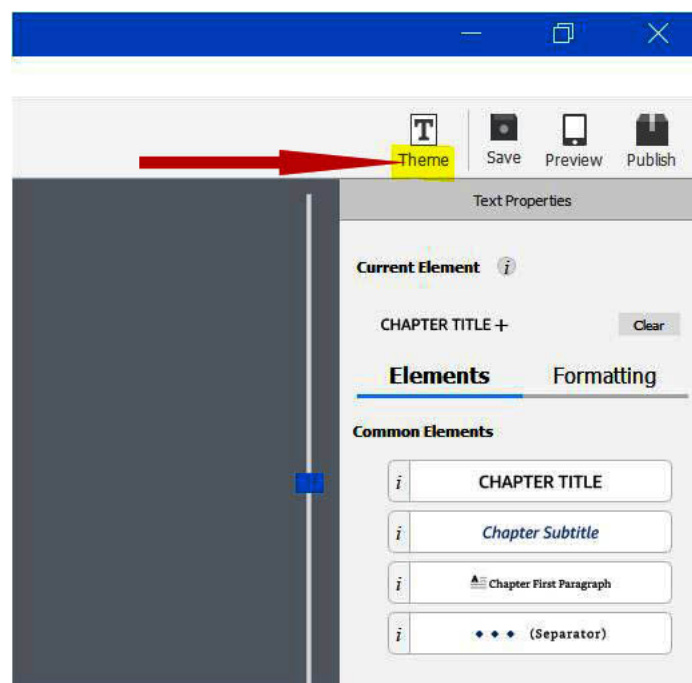
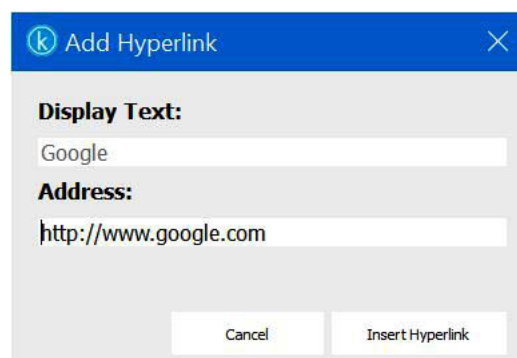## 5. Reformat or adjust the book title formatting

Highlight your book title with your cursor and then click on the **Text Properties**

>Elements tab > Page Titles > Book Title button. Doing this ensures that a link to your book title called "**Title Page**" is inserted at the top of your **Interactive TOC** and KC-generated doc TOC. In the **KC Editor**, click and highlight the book title on the book title page and click on the **Text Properties > Formatting tab**. Using the widgets on this tab, you can now change font, adjust font styling, layout and paragraph styling etc of the book title text to your own preference.
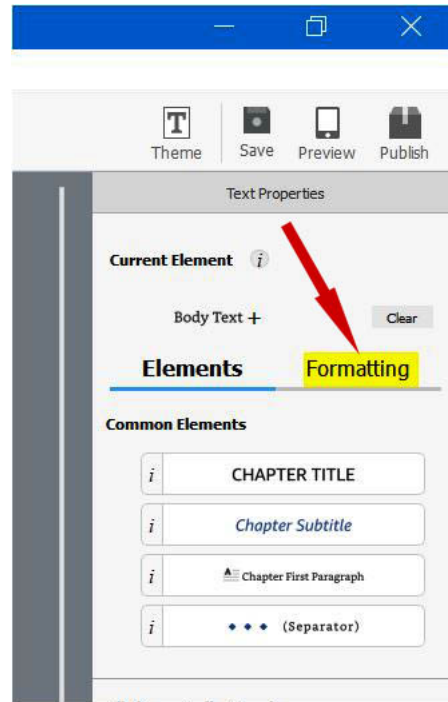
6. Add, remove or edit internet hyperlinks

You can now add or edit internet links in KC by right-clicking on highlighted text and selecting **Insert Hyperlink.** See diagram below:

7. Reformat or adjust all ebook headings

The ebook headings will normally always need to be formatted again because KC will implement its own default theme font heading formatting with different

fonts and spacing which probably won't suit you. You should also appropriately use **"Book Title", "Chapter Title", "Chapter Subtitle", "Part Title"**and**"Part Subtitle"**in the **Text Properties > Elements tab** to format all the main headings in your ebook or book. As above, you will also have to reformat each heading individually to your own preference using the styling widgets in the **Text Properties > Formatting tab** in order to change the font/paragraph stylng to your own formatting preference. For more important details on heading formatting see this link.

## 8. Reformat or adjust body text

You should have already formatted all the body text or reading text in MS Word. You can reformat the body text however you like using the formatting widgets in the **Text Properties > Elements tab** and **Formatting tab** but do <u>not</u> change the font face.

9. Adjusting Horizontal and Vertical Spacing

Use the widgets at **Text Properties > Formatting tab > Indents** to adjust all space for margin left, margin right and indents in Kindle Create. You can also use the widgets at **Text Properties > Formatting tab > Spacing** to adjust margin top, margin bottom and line spacing values.

10. Add, change, resize, replace or remove images

This is probably one of the best features of KC. It really is a breeze to add, replace, resize and remove images or add "alt" text to any image in your ebook using Kindle Create. The resizing feature is simplicity itself to use – you can resize your selected image with just one click, with resizing choices that range from logo size to full screen width. To format the image, click on the image in the Editor and use the formatting widgets in the **Image Properties** panel on the RHS. Currently, you can only add and use JPEG images in your Kindle Create doc. See diagram below.
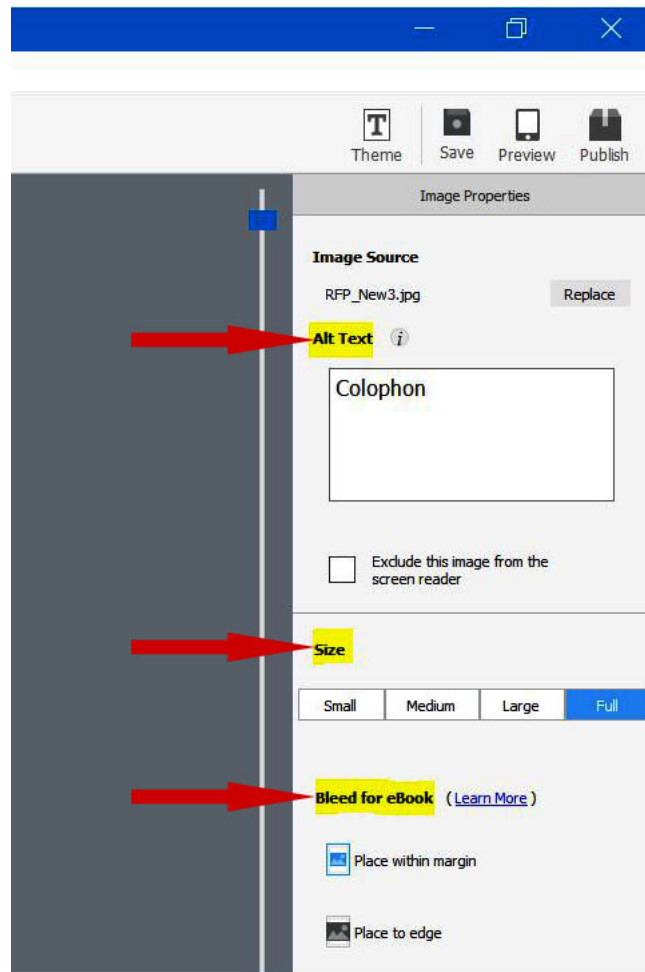
11. Add dropcaps(optional)

To apply a dropcap at the start of a paragraph, put your cursor at the start of the paragraph and just tick the tickbox at **Text Properties > Formatting > Apply Drop Cap**. See diagram below:


12. Add separators(optional)

To add a separator, in the KC Editor, put your cursor on the blank line where you

want the separator and then click on the **Text Properties > Elements tab > Separator** button. See diagram below:
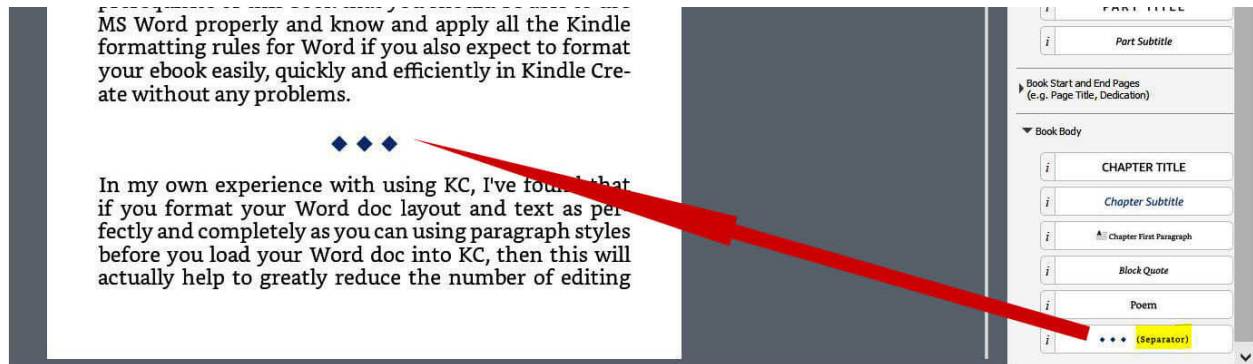
13. The **Text Properties > Elements tab > Common Elements** section allows you to format all common heading elements of your book by appropriately swiping the heading or placing your cursor and clicking on the appropriate button. This section allows you to format the **Chapter Title, Chapter Subtitle, Chapter First Paragraph(with dropcap)** and **Separator**.

14. The **Text Properties > Elements tab > Page Titles** section allows you to format other title elements of your book by appropriately swiping the heading or subtitle and clicking on the appropriate button. This section allows you to format the **Book Title, Book Subtitle, Author Name, Part Title** and **Part Subtitle**. See diagram below:
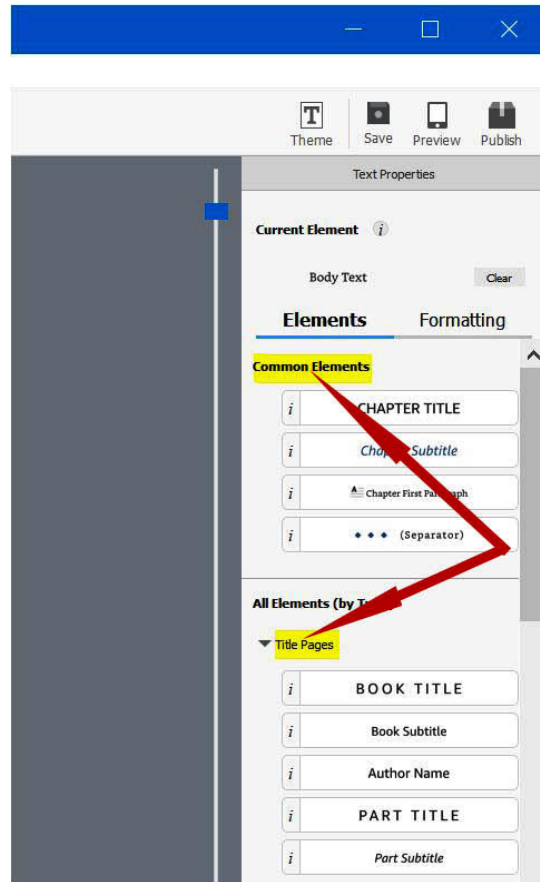
15. The **Text Properties > Elements tab > Book Start and End Pages** section allows you to style the front matter and back matter sections of your book. You have the option of using the following styling: **Page Title, First Paragraph(without dropcap), Dedication section, Opening Quote(Epigraph), Opening Quote Credit** and **Copyright Text.**

16. In the **Text Properties > Elements tab > Book Body** section allows you to format all the elements in the actual chapter sections of your book or ebook. You can style these elements using **Chapter Title, Chapter Subtitle, Chapter First Paragraph(with dropcap), Block Quote, Poem** and **Separator** and you can implement this styling with just a few clicks. See diagram below:
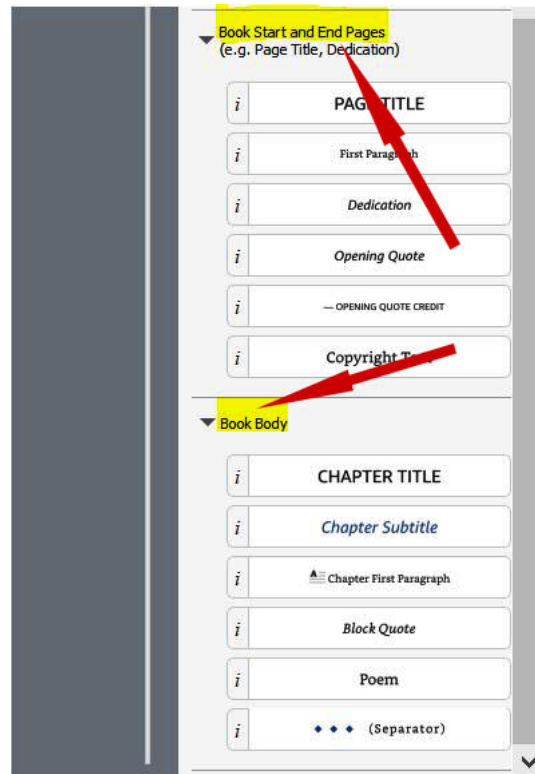
17. Your formatting is finished!

How to Use the Heading Styles in the Elements Tab

There are two ways to create your TOC(doc TOC and Interactive TOC) in Kindle Create. See below.

Creating a TOC using the Suggested Chapter Titles Dialogue

When you first import your Word doc into Kindle Create the **Suggested Chapter Titles** dialoguewindow will be displayed. All the headings and sub-headings in your ebook will already be selected and displayed in this window dialogue. What you must do is deselect(untick) any heading that is not a main heading or a chapter title in your book. All selected headings will be incorporated into the TOC. Then press the **Accept All** button. As a result of doing this, the following will happen in your KC doc:

1. The ebook contents will be automatically re-arranged into proper chapter sections according to your heading selections in **Suggested Chapter Titles**.

2. All chapter headings will be formatted in the default or chosen Kindle Create theme font.

3. An **Interactive TOC** will automatically be created from your selected headings.

4. If you create a doc TOC in Kindle Create, the doc TOC will look exactly the same as the **Interactive TOC**. And at the moment, you can only create a single level or flat TOC in Kindle Create.

Creating a TOC without using the Suggested Chapter Titles Dialogue
When the **Suggested Chapter Titles** dialogue comes up just press the **Reject All** button. The display will now only show sections that use page breaks before – these headings will not be automatically be included in your TOC. Any section that is not included in the TOC will have an orange dot next to it in the **Control panel** and you can now manually add or update individual chapter sections(with orange dots) into the TOC on a one-by-one basis by doing the following:

1. In the **Control panel**, click on a main section or chapter section(with an orange dot next to it) that you want to see in your TOC. An orange dot next to a heading in the **Control panel** informs you that that heading is not in the TOC.

2. Then go to **Text Properties > Elements tab > Common Elements** and click on the **Chapter Title** button. Doing this automatically adds your selected heading to both the **Interactive TOC** and KC–generated doc TOC.

3. Repeat above for all the headings that you want to see in your KC-generated doc TOC and **Interactive TOC**.

Due to a Kindle Create update(v1.27) the KC user can now create or update the **Interactive TOC** by just styling the relevant headings using the following key heading style elements in the **Text Properties >Elements tab**:

1. **Book Title**

2. **Part Title**

3. **Chapter Title**

Using the above buttons to style your headings will also automatically add those headings to both the **Intractive TOC** and KC-generated doc TOC. I always format main sections like introduction, preface, foreword and chapter headings for TOC inclusion using just the **Text Properties >Elements tab > Common Elements >Chapter Title** styling button. I also make sure to style the book title using the **Elements tab > Page Titles > Book Title** button. This creates an **Interactive TOC** with just my main headings and chapter headings which also includes a **"Title Page"** link at the top. And if you create a KC-generated doc TOC, the **"Title Page"** link will be added as well. Also bear in mind that if you use Kindle Create to create both your doc TOC and **Interactive TOC** then you will always get a single level or flat TOC. At the moment you cannot create a multi-level(or multi-indented) TOC in KC.

It's also advisable to create an **Interactive TOC** in KC that only contains main chapter headings because all you will ever get in the **Interactive TOC** is a single level or flat TOC. The approach I use is that if users want to see a more detailed multi-indented, clickable doc TOC(created In Word) then they can click on the **Table of Contents** link in the **Navigation** or **Go To** menu on their Kindle device. This keeps the **Interactive TOC** neat, small, useful and easy to create as just a single level or flat TOC. And if the device users want a more detailed, multi-level TOC with links then they can just click the TOC link on the Kindle device to view and use the more detailed multi-level doc TOC links(created in Word) to navigate my ebook.

> *Tip!*...If you publish a novel both as an ebook and paperback using KC you should always create your ebook first, then you can load your ebook's KCB project file in KC as the start point for your paperback. Doing it this way will save you much precious time.

If you use any of the above key styles in the **Elements tab > Common Elements** to tag your main headings in your Kindle Create doc then they will always be included in both the **Interactive TOC** and in the KC-generated doc TOC and both TOCs will be a single level of flat TOC and will always look the same.

I've also found that the **Text Properties > Formatting tab > Set Font Face** settingwas blank for any headings that were styled using any of the heading styling buttons in the the **Elements tab** in KC. I don't know whether this is a glitch or intended by Kindle but this can certainly lead to problems. So you must always check that each heading font is correctly set with your appropriate choice of font. If you don't do this – and leave it blank -- then the Kindle ereader may not show the correct theme font or heading font that you desire across the many different types of Kindle ereading devices – it will probably show Georgia font(or another default system font) instead on the Kindle device. There is a complex html explanation for this involving default system fonts and default font fallbacks which I am not going to describe here because I think that it would just confuse people. All you have to remember is just make sure that you always check that the correct heading fonts are used for all your main headings across all KFX-enabled devices when you test. So just check and make sure that the your

chosen theme font is correctly set for all your headings in **Formatting tab > Set Font Face** and you should always get the correct heading fonts across all KFX-enabled devices when you check your chapter headings using **KCPreview** in **Tablet view, Phone view** and **Kindle E-reader view**. This caveat applies whenever **Book Title, Chapter Title** and **Part Title** are used in the **Elements tab** to style relevant headings.

So to recap and summarize you must, at a minimum, format your chapter heading styles in KC in the following way:

1. Use the **Suggested Chapter Titles** dialogue to initially create the chapter heading sections in your ebook and in your **Interactive TOC** and KC-generated doc TOC.

2. Or you can use **Elements tab > Common Elements > Chapter Title** button to individually add or update chapter headings in your KC-generated doc TOC and **Interactive TOC**.

3. Use the **Elements tab > Page Titles > Book Title** button to add the **"Title Page"** in your **Interactive TOC** and in KC-generated doc TOC.

4. You must also always check your chapter headings and ensure that your chosen theme font or chapter heading font in **Text Properties > Formatting tab >Set Font Face** is properly set and will actually show in your ebook-for-sale across all KFX-enabled devices – you can use **KC Preview** or **Kindle Previewer** for these checks.

5. There is also a current bug in Kindle Create where, after importing your Word doc into Kindle Create, all centered headings may be wonky and off-centered. This problem will not show in **KC Preview** or **Kindle Previewer** but this problem will certainly show in the **Look Inside** version of your ebook. To avoid or resolve this issue and for every centered heading, you must visually check and ensure that the margin left and margin right widget values at **Text Properties > Formatting tab > Indents**(top row) are always set to **"0.00"**. You must do this check for all your main headings.

How to Reduce Total File Size

The total file size of the images in your ebook is quite important because Amazon Kindle currently charges a profit penalty of $0.15 per Mb over their standard file size limit of 5 Mb for all the ebook images in your ebook. So if you have a 100 page book with 100 large images then you will probably get zero profit if you choose KDP's 70% profit option. The only way for you to make a profit would be to take the 35% profit option, which will only give you a small profit.

To help protect your 70% profit option and reduce the total profit penalty of your image-dense ebook, you should always use a good image file compression

application. One of the best free image file compression apps that I've used is a free online compression app called **TinyPNG**. This app is capable of reducing your total image file size by up to 50% with very little loss in image quality(using lossless compression). You can even upload and process all your ebook's images at once in a single batch run.

> ***Tip!*...Remember that styling and formatting an ebook in KC is exactly the same for a print book because both routes require a Word doc loaded into Kindle Create**

In all instances of the above you should always avoid adding ebook images in MS Word. You should instead add all your ebook images using Kindle Create because it's quicker, easier, less error prone and gives you higher quality images.

Manipulating Text, Pages and Sections

You can use the following methods to manipulate text, pages and sections in Kindle Create:

1. In Kindle Create, you can create a page-break on a page by placing the cursor at the split then right-click and choose**"Split chapter here"**.

2. If you want to create a new blank page, in the KC Editor place your cursor to the right of the last character at the bottom of a page then right-click and choose "**Split chapter here**" and a new blank page will automatically be generated below your selected page.

3. You can merge two sections into one(or remove the page-break) by clicking a chapter section in the **Contents** panel and then choosing **"Merge with Previous Section"** or **"Merge with Next Section"**.

4. You can now move whole sections or chapters within the **Contents panel** to a different position in your book just using drag-and-drop.

5. To remove a section, right-click on a section in the **Contents** panel and select **"Delete Section"**.

6. To move text in KC, copy the text in the page or section using **Ctl-X**. Place the cursor where you want the new text to start then paste it into the new location using **Ctl-V**.

7. To delete text on a page, swipe and highlight the relevant text on the page and

press the **Backspace** key or **Delete** key on your keyboard and the text will be removed.

8. If you want to add text, a page of text or whole section from your Word doc, highlight all the text with your cursor and use **Ctl-C** to copy it from your Word doc to the Clipboard then just paste it onto the appropriate page in your KC doc using **Ctl-V** as normal. Bear in mind that you will probably also have to reformat or restyle the newly added text, page or section in KC as well.

9. And if you goof and do something wrong, just use **Ctl-Z** to go back a step to undo the formatting.

How to Format Poetry

There are only three ways to format poetry in an ebook or book using KC. The first way is easy – just center all your stanzas. The second method involves using left text alignment for all your stanzas and then you can individually set and vary the indents per line as you prefer in Kindle Create. The only other way to, say, have your poetry both left aligned and centered on a page is to use a graphics app like Adobe Photoshop or GIMP(free) and to create and use cropped jpeg images of your left aligned stanzas(with special indenting added per line as you like) and then you can align all the stanza images centrally in your ebook when you add them to the page in Kindle Create.

Understanding the Look Inside Version of Your eBook

When you upload your reflowable ebook to Amazon Kindle, many files are created from your single upload file. These other file versions of your ebook are created to accommodate all the different operating systems that run Kindle ereader software. So you will have different file versions of your ebook for OSX, Windows and Android. Then there are the various older and newer operating system versions for Kindle including KF7, KF8 and KFX. Finally, an html file is also created for the **Look Inside** version(LITB) of your ebook on your ebook product page. This file is an html file. So what will you see in your LITB version? You will see a certain percentage(usually 10%) of your ebook pages displayed in html format. There will also be no page-breaks in the LITB version. The LITB version also uses cascading stylesheets that may force unwanted styling defaults on your ebook if it hasn't been formatted in the proper way, which could cause problems like ragged right(left align) throughout your ebook reading text, incorrect spacing between end sections and start sections as well as unwanted indents throughout your reading text which also causes off-centered problems for centered text and headings. These LITB problems and how to avoid or resolve them are all dealt with in more detail in [Chapter 2 – Detailed Workflow(for MS](#)

or .

Create a Cover for Your eBook

The options that you have available for creating a cover for your ebook are as follows:

1. Use the KDP **Cover Creator** app on the **KDP eBook Contents** page to design your cover when you upload your ebook. This method is the easiest way to do it.

2. Use an app like Adobe Photoshop or GIMP(free) to create your ebook cover.

3. Use a simpler online graphics app like Canva to create your cover.

4. Pay a professional graphic designer to design your cover.

Saving Your Master Project File and Upload File

There are two key files/directories that you should save if you want to save your ebook in Kindle Create. If you click on the **Save** icon(on the RHS of the top toolbar) you will be asked to save the project folder that contains the KCB project file – which is the file that you have created in Kindle Create. If you click on the **Publish** button, this will save your ebook in Kindle Create as a KPF file which you can directly upload to KDP. You can also use **Save Project**, **Save Project As** and **Publish** menu items from the **File** menu to achieve the same thing if you wish.
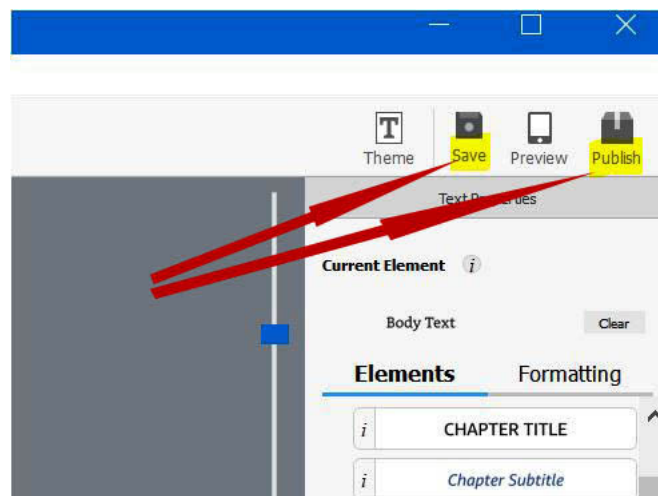
The project folder, containing the KCB project file will have a filename containing the title of your ebook e.g. **your_book_title_KC.kcb**. And the KPF file will be named directly with your actual ebook title e.g. **your_book_title.kpf**. You can also rename your file when you save it if you wish.

After you've finished formatting your book in Kindle Create you should also

make sure that you save your Word doc to a safe location. You could just save your master Word doc and master KCB project file to your computer's hard drive but a much better option would be to save your work to DropBox, Google Drive or to an external hard drive just in case your computer suddenly crashes and becomes unusable for whatever reason – and you lose all your data.

Kindle Create Formatting Tips

1. Don't touch or reformat your body text in Kindle Create. You should have already formatted the body text properly in MS Word before loading your Word doc into Kindle Create. In Word, if you have created a novel, you should have formatted the body text in the front/back matter as blocktext and formatted the chapter text or story text in your novel using fiction style.

> *Tip!*...You should always save your KCB project file and Word doc to a safe location(DropBox, Google Drive or external hard drive) in case you need to fix problems or update your published book/ebook in the future.

2. Always add your ebook images using Kindle Create because it is the quickest, easiest and safest way to do insert images – much easier and more reliable than adding your ebook images in MS Word which can be error prone.

3. If you've written a novel that you want to publish both as a reflowable ebook and a paperback book, always make sure that you style and complete your reflowable ebook first in Kindle Create. Then you can simply load your ebook's already formatted KCB project file into Kindle Create as the start point for your paperback version and just finish it off and save it as the KPF file as your paperback version for upload to KDP Print. Doing it this way avoids formatting duplication and will save you a whole heap of time. And, in terms of styling and layout, your ebook and book versions will look the same.

4. Also remember that formatting and styling for a reflowable ebook, fixed format ebook or paperback book is the same in MS Word or LibreOffice Writer because all these routes initially will require proper Word doc preparation before loading into Kindle Create.

Important Note: Please also note that all the formatting and styling advice in this chapter also applies when you format a paperback book in Kindle create

because reflowable ebook and print book creation will always use the same route. For both reflowable format and paperback format you will have to format a Word doc in the same way then load that Word doc loaded into Kindle Create. So the Word doc preparation process is virtually the same in both MS Word or LibreOffice Writer and finishing-off your ebook or paperback book will also be virtually the same for both reflowable ebooks and paperback books in Kindle Create.

Current Bugs

There is a current bug in Kindle Create which causes the centered main headings in the **Look Inside** ebook version to be off-centered. To resolve this problem in Kindle Create, you should check all the centered chapter headings in your ebook in KC to ensure that there are no margin left and margin right values declared. If present, these margin left/right values should be deleted and reset to **"0.00"** using **Text Properties > Formatting > Indents**(top row)**.** This will fix the problem. See diagram below.
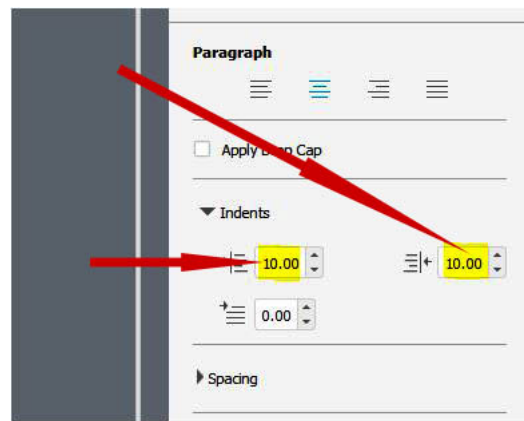
For centered headings, margin-left and margin-right values are irrelevant and should always be set to **"0.00"** because the presence of actual values may cause wonky or off-centered heading problems in your LITB version when you eventually upload your KPF file to Amazon Kindle. It's also very important that you do this check for all headings because this off-centering problem does not show up on test using either **KC Preview** or **Kindle Previewer**. But this problem will show in the **Look Inside** version of your ebook. So please make sure that you do this check to avoid any centering problems in the LITB after you publish your ebook.

There is also another quirk or bug in Kindle Create(loaded with a Word doc) whereby unwanted vertical spacing(blank lines) can be introduced by Kindle Create when you format either a reflowable ebook or paperback book. If this is the

case, all you have to do to get rid of this problem is:

1. Left-click and release as you swipe the unwanted space area with your cursor until you cannotsee the cursor.

2. Then just hit the **Backspace** key on your keyboard and the unwanted vertical space(blank lines) should magically disappear.
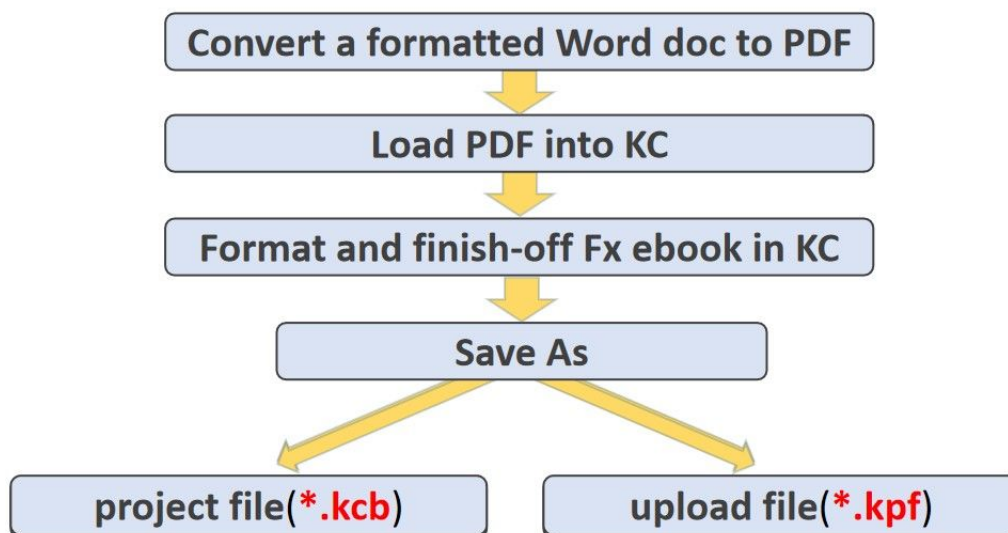
CHAPTER 5

Create a Fixed Format eBook

For fixed format, you should prepare your Word doc exactly as described in either [Chapter 2(using MS Word)](#) or [Chapter 3(using LibreOffice Writer)](#). You should style and layout your book in your Word doc to your own preference.

Font Size Warning

Take note that after you have created your Word doc using MS Word or LibreOffice Writer, if you just prepared your Word doc in the normal way and convert it to PDF and then convert to KPF using Kindle Create, then when you test your KPF file in **Kindle Previewer** all your ebook headings and text will probably look way too small and may be unreadable. The reason for this is that your Word doc page size is set by default to **8.5" x 11"** in both MS Word and LibreOffice Writer but your fixed format book will be read on Kindle ereading devices with screens that are approximately **6" x 4"**. So, on upload and conversion to Kindle format, each ebook page will be converted to a jpeg image for display on all Kindle devices and your ebook pages/images will be shrunk to nearly half their original size to fit on smaller-screened Kindle devices like tablets. Likewise the text(within the images) in your ebook will also shrink to approximately half their original font size.

Workflow for a Fixed Format eBook

Convert a formatted Word doc to PDF

Load PDF into KC

Format and finish-off Fx ebook in KC

Save As

project file(**.kcb**)   upload file(**.kpf**)

There are two ways to properly resize the text/headings in your fixed format ebook:

1. Adjusting text and heading size using the default page size of 8.5" x 11".

To make all the fonts in your fixed format ebook a reasonable size for reading on Tablets and computers you should adjust your headings/text size by approximately doubling the regular or normal font size that you would normally use in both MS Word and LibreOffice Writer, in the following way:

1. Check and ensure that the page size of your document is **8.5" x 11"** in MS Word or LibreOffice Writer.

2. Set the font size to **20pt** for all body text or reading text in MS Word or LW.

3. For your chapter headings use a **36pt** fontsize.

4. For your book title use **48pt**.

5. For the ebook subtitle, author name, chapter subtitle etc, just double the normal font size that you would normally use then test and adjust to your own font size preferences.

6. Set all margins to **0.8"**.

2. Adjusting the page size to 6" x 9"

Using this method, all you have to do is style your doc in the normal way in MS Word or LibreOffice Writer and then do the following:

1. In Word or LW, set the page size of your document to **6" x 9"**.

2. Set all the page margins to **0.3"**(or to your own margin preference).

3. Adjust all the normal body text or reading text to **15pt** in Word or LW.

4. Adjust headings and subtitles to your own font size preference.

5. Then test and check your Word doc using **Kindle Previewer.** Check the font size and readability.

6. Save to PDF and carefully check your PDF file and ensure that all the chapter text and heading text are suitably proportioned and easily readable.

7. Load the PDF file into Kindle Create.

8. Then test again using **KC Preview** and also test your saved **KPF** file using **Kindle Previewer**. Make absolutely sure that all the body text or reading text is easily readable. Remember that Kindle device users will not be able to adjust font-size and zoom also does not work well for fixed format ebooks, that's why it's so crucial that your ebook's reading text should be easily readable on any Kindle device without any necessary adjustments.

Using either of the above methods, your text and headings should look normal size and be acceptable on Kindle Tablets and other devices when you eventually test and upload your fixed format ebook. Also remember that the Kindle device user will not be able to adjust the font size while reading your fixed format ebook(because each fixed format ebook page is an image – not html text), which is why it's especially important to get your ebook heading fonts and body text font properly sized and readable during testing before you publish.

Saving Your Word doc as a PDF file

Exporting a PDF File from MS Word

After you've checked and finished your ebook in MS Word, click on **Save AsPDF** then, in the **Save as** dialogue window, click on the **"Options"** button and make sure that **"PDF/A"** is ticked for highest quality. Then press "**OK"**and save your Word doc as a PDF file. If you don't do this then all the text, images or diagrams in your fixed format Kindle ebook might end up looking blurry and low quality.

Exporting a PDF File from LibreOffice Writer

After you've finished and checked your ebook in LibreOffice Writer, click **File > Export As > Export as PDF**. In the **PDF Options** dialogue, ensure that **"Lossless compression"**and **"Archive PDF/A-1a(ISO 19005-1)"** are both selected(ticked). Then press **"OK"** and save the PDF file to your desktop or to your preferred location.

After you have created your PDF file, you should check it carefully for any formatting or layout errors using an app like **Adobe Acrobat Reader**(free).

Detailed Workflow

What follows is a description of how you should create your fixed format ebook in Kindle Create loaded with a PDF file:

1. Open the Kindle Create app and, for the book type, choose the **Textbooks, Travel Guides, Cookbooks etc** button at the bottom and select and load your PDF file into KC.

2. From the main menu the KC app, click on **Edit > Preserve Links** to ensure that all your internal and external links are enabled and work in your fixed format ebook.

3. You can also update or remove TOC chapter sections in your **Interactive TOC** by clicking on a chapter section in the **Contents panel** and then, in the **Section Properties panel**, just tick **"Include in Table of Contents"** and name the heading section and that chapter or section will automatically be added to your **Interactive TOC**. To remove a section from the TOC just deselect or untick **"Include in Table of Contents"**. And if you want to include the book title page in your TOC just use the same method as described and name the page **"Title Page"**.

See diagram below:
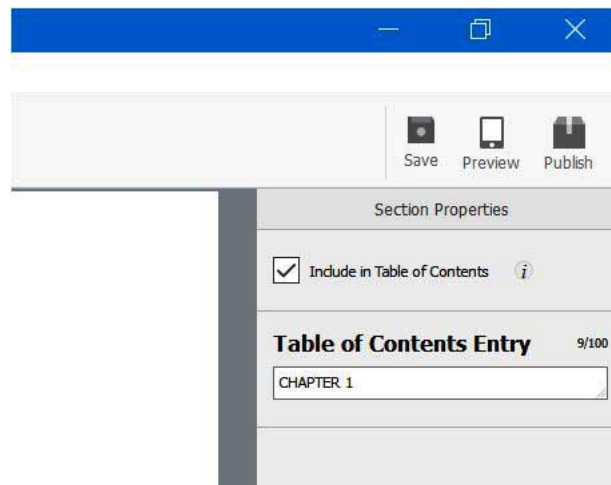
4. You can add or remove pages in KC by right clicking on a page in the **Contents panel** and selecting **"Insert Page"**(as a PDF file) or **"Delete Selected Page"**.

5. You can also use **Edit > Insert > Movie from File** or **Audio from File** or **Image from File** to add media files to your KC doc. You should also be aware that adding

and storing media files in your fixed format ebook will substantially increase the overall file size of your ebook, which might also incur Kindle's download penalty on your ebook profits.

7. You should also be aware that, at the moment, fixed format ebooks created using Kindle Create, all internal links and internet links will not work across most Kindle devices. This is a known bug in Kindle Create which Kindle developers are currently trying to resolve.

Saving Your Work

After you've finished formatting your fixed format ebook in MS Word or LibreOffice Writer you should always make sure to save your Word doc to a safe location. Saving your master PDF file or your KCB project file for a fixed format ebook will not allow you to update or fix problems in your fixed format ebook after publication, which is why you must always save your master Word doc. You could just save your Word doc to your computer's hard drive but a much better option would be to save your work to DropBox, Google Drive or to an external hard drive just in case your computer suddenly crashes and becomes unusable for whatever reason – and you lose all your data.

How to Reduce Total File Size

When you create a fixed format ebook in Kindle Create, every single imported PDF page will be converted into a full page jpeg image, which will greatly increase the file size of your ebook. The total file size of the page images in your ebook is important because Amazon Kindle currently charges a profit penalty of $0.15 per Mb over their standard limit of 5 Mb for all the ebook images in your ebook. So if you have a 150 page book with 150 full page images(derived from each PDF page) then you will probably get zero profit if you choose KDP's 70% profit option n KDP upload. The only way for you to make a small profit would be to take the 35% profit KDP option, which will give you a small profit at least.

> ***Tip!*...For fixed format books and paperback books only, you should always insert images with a resolution of 300 ppi for best quality results.**

To help protect your 70% profit option and reduce the total profit penalty of your image-dense fixed format ebook, you should always use a good image file compression application to reduce the size of all your images and all your ebook images must also have an image resolution of 300 ppi for best or optimum quality. One of the best image file compression apps that I've used is a free online compression app called **TinyPNG**. This online app is capable of reducing your total image file size by up to 50% with very little loss in image quality(using lossless compression). You can even upload all your ebook's images at once in a single batch run. Using the **TinyPNG** app, you should always reduce the file size of all your ebook images before you add them to your manuscript in Kindle Create.

Understanding the Look Inside Version of Your eBook

When you upload your fixed format ebook, on your Amazon product page there will be a link to the **Look Inside** version of your ebook. The **Look Inside** version of your fixed format ebook is an html file which consists of image snapshots of every PDF page in your fixed format book. This is often referred to as a "print replica" version of your ebook.

Create a Cover for Your eBook

The options that you have available for creating a cover for your ebook are as follows:

1. When you upload your fixed format ebook to KDP, use the KDP **Cover Creator** app on the **KDP eBook Content** page to design and implement your cover. This is the easiest way to create your ebook cover.

2. Use an app like Adobe Photoshop or GIMP(free) to create your book cover.

3. Use a simpler online graphics app like **Canva** to create your cover.

4. Pay a professional graphic designer to design your cover.

CHAPTER 6

Create a Paperback Book

This chapter will describe how the user can convert a Word doc to a paperback book using Kindle Create. The Word doc preparation for a paperback book is almost exactly the same as the preparation for creating a reflowable ebook in Kindle Create, but with the following differences in the paperback version:

1. You will have a doc TOC without links and each TOC item will contain a reference page number.

2. Consecutive page numbering will be added from the start point that you set in Kindle Create (usually starting at chapter one).

3. Alternating title/author name headers will automatically be added to your chapter pages.

If you use Kindle Create to create your paperback book, then you will get a KPF file for direct upload to **KDP Paperback**. During KDP conversion process, the KPF file will be converted to a PDF file, which will then be used as the final blueprint to print your paperback.

Workflow for a Paperback Book
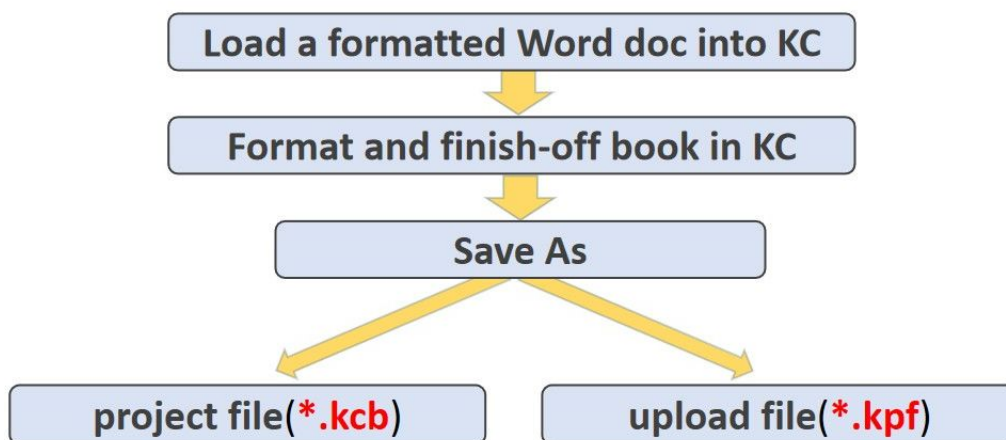
The trim sizes for creating a paperback using KC will be the same trim sizes used for uploading a Word doc or PDF to KDP Print. See this link for KDP print options:

Detailed Workflow

There are two ways to create a paperback book using Kindle Create:

1. Creating just a paperback book

You should format your book in Kindle Create in exactly the same way as you would format a reflowable ebook in KC. So you should first format it accordingly as described in [Chapter 2(using MS Word)](#) or [Chapter 3(using LibreOffice Writer)](#). You can now also style the layout of the title/author headers and the page number footers to your own preference by selecting the **Print Settings** icon in the toolbar. Finally, you should add a non-clickable doc TOC to your book by right-clicking on a section in the **Contents** panel and choose **"Insert Table of Contents"**. The new doc TOC page will be automatically added above your selected section. The TOC items in the new doc TOC will not have associated page numbers added until after you upload to **KDP Print**.

> *Tip!*...If you publish a novel both as an ebook and paperback using KC you should always create your ebook first, then you can load your ebook's KCB project file in KC as the start point for your paperback. Doing it this way will save you much precious time.

2. Creating an ebook and a paperback book of your novel.

If you are preparing your novel using KC in both reflowable format and paperback format then you should always prepare your ebook first because then you can load your ebook's already-formatted KCB project file into Kindle Create to finish off your paperback book. If you do it this way in KC you will you will only select a layout style for your headers and footers(as described above) and finally just add a doc TOC to your paperback version using Kindle Create. Doing it this way avoids unnecessary formatting duplication, which will save you a huge amount of time.

> ***Tip!***...Remember that styling and formatting an ebook in KC is exactly the same for a print book because both routes require a Word doc loaded into Kindle Create

The end result of formatting your book as above is that the paperback version of your novel, in terms of styling and layout, should look exactly the same as your ebook version.

3. Automated tasks on upload to KDP Print

The following tasks will automatically be completed when you upload your KPF file as a paperback to **KDP Print**:

1. Consecutive page numbering will automatically be detected and added correctly to all pages starting at your from chapter 1 in your book.

2. The alternating title/author headers will automatically be set correctly throughout your book from chapter 1.

3. The TOC item page numbers will automatically be calculated and added to all the TOC items on your KC-generated TOC page when you upload to **KDP Paperback.**

4. All calculations for trim, bleed, spine, paper type, margins etc will automatically be set or calculated from the metadata on the **KDP Paperback Details** and **Contents** pages when you upload your book to **KDP Paperback**.

> ***Tip!***...For fixed format books and paperback books only, you should always insert images with a resolution of 300 ppi for best quality results.

Understanding the Look Inside Version of Your Book

After you upload your print book, on your Amazon product page there will be a link to the **Look Inside** version of your paperback book. The **Look Inside** version of your paperback book is effectively an image snapshot of every page of your print book. This is often referred to as a "print replica" version of your paperback book because the digital version looks exactly like your print book in all respects.

Create Your Wraparound Book Cover

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Ensure that indent settings for all centered headings are set to **"0.00"**at **Text-Properties > Formatting tab > Indents**. If there are any values set, these values could cause wonky or off-centered headings in your book.

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1. Left-click and swipe and release in the unwanted space area with your cursor until you **canno**t see the cursor.

2. Then just click the **Backspace** key on your keyboard and the all the unwanted vertical space(blank lines) should magically disappear.

CHAPTER 7

Testing Your KPF file

You can only test your KC-generated KPF file for ebooks using either **Kindle Create Preview** or by using **Kindle Previewer(**free app download from Amazon). I much prefer using the **Kindle Previewer** standalone app because it tells you much more information about your KPF file. Also remember that you will not be able to test your ebooks by side-loading them onto a Kindle device.

Be sure to save your Word doc and KCB project file to a safe and memorable location. You should always save the master files of your ebook or book to a safe location such as DropBox, Google Drive or to an external hard drive just in case you have a calamity on your computer and you lose all your data.

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2. Check that all internal and external links work by clicking on them.

3. Check that your **Interactive TOC** is there on the device emulation and that all links are working.

4. Click the **Navigation** menu and check that the **Table of Contents** link is there in the list and not grayed out. Check that the link works. All links, apart from the link to the Cover, should be working.

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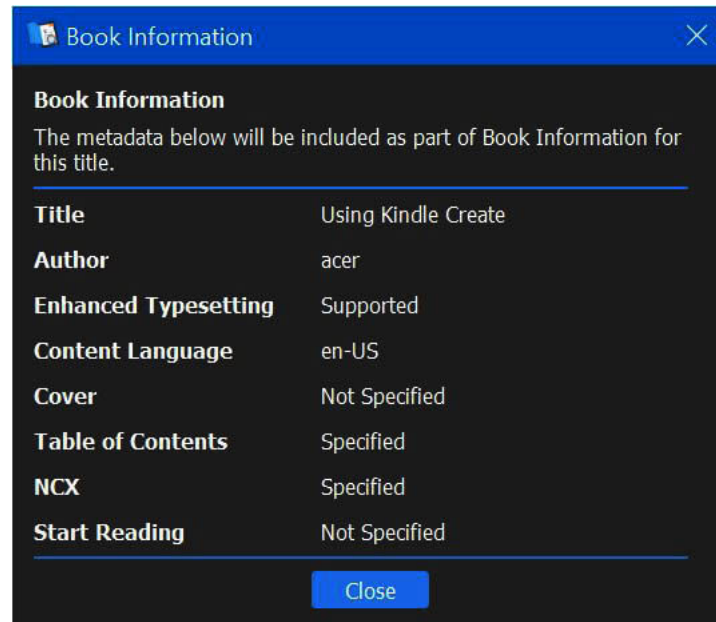
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2. Check that the headings and text are easily readable on tablet devices.

3. Check that the internal and external links in your doc TOC all work.

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CHAPTER 8

Kindle Create Best Practice Advice

This chapter is just a quick best practice run-through for ebooks and paperback books created using Kindle Create and is meant to be just a helpful reminder for the reader. Try and avoid all the pitfalls listed below.

Dos and Don'ts

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