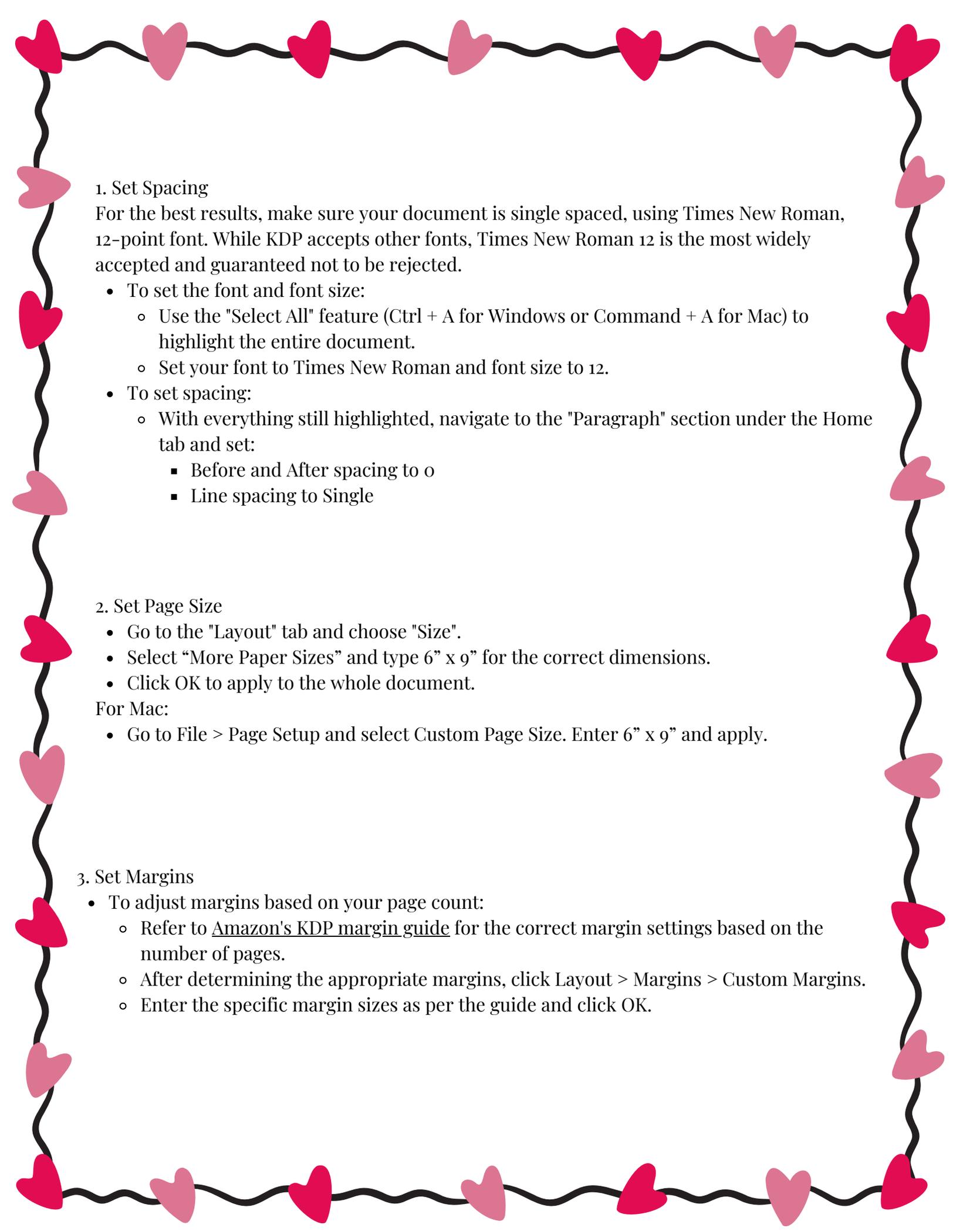




Romance Fiction ^{Queen} *Queen*

FORMATTING GUIDE FOR KDP

Creating a polished, professional-looking document is a crucial step in the self-publishing process. When preparing your manuscript for Kindle Direct Publishing (KDP), proper formatting ensures that your book looks great in both print and eBook formats. This worksheet provides you with a step-by-step guide to help you set up your document, adjust margins, fonts, spacing, and much more to meet KDP's requirements. Whether you're a seasoned author or a first-time publisher, these formatting tips will give your book the best chance for success on Amazon's platform. Follow each step carefully, and you'll be ready to upload your manuscript with confidence!



1. Set Spacing

For the best results, make sure your document is single spaced, using Times New Roman, 12-point font. While KDP accepts other fonts, Times New Roman 12 is the most widely accepted and guaranteed not to be rejected.

- To set the font and font size:
 - Use the "Select All" feature (Ctrl + A for Windows or Command + A for Mac) to highlight the entire document.
 - Set your font to Times New Roman and font size to 12.
- To set spacing:
 - With everything still highlighted, navigate to the "Paragraph" section under the Home tab and set:
 - Before and After spacing to 0
 - Line spacing to Single

2. Set Page Size

- Go to the "Layout" tab and choose "Size".
- Select "More Paper Sizes" and type 6" x 9" for the correct dimensions.
- Click OK to apply to the whole document.

For Mac:

- Go to File > Page Setup and select Custom Page Size. Enter 6" x 9" and apply.

3. Set Margins

- To adjust margins based on your page count:
 - Refer to [Amazon's KDP margin guide](#) for the correct margin settings based on the number of pages.
 - After determining the appropriate margins, click Layout > Margins > Custom Margins.
 - Enter the specific margin sizes as per the guide and click OK.

4. Adjust Paragraph Settings

For the "Normal" style:

- Right-click the "Normal" style under the Home tab and select Modify.
- Then, click the Format dropdown and choose Paragraph.
 - Indentation: Set First line indent to 0.2" (5mm).
 - Spacing: Set Before and After to 0 pt, and Line spacing to Single.
- Click OK to confirm.

5. Chapter Titles and Page Breaks

- Insert a Page Break before each chapter to ensure they begin on their own page.
 - To do this: Place your cursor before the chapter title and go to Insert > Page Break.
- Chapter Titles:
 - Select the text for your chapter titles.
 - In the Home tab, click Heading 1 and set alignment to Center.
 - You can modify the Heading 1 style for font, size, and color by right-clicking it and choosing Modify.

For eBook formatting: This step is crucial for making sure chapter titles appear correctly in the digital format.

6. Cover Size

- To determine your cover size, visit [KDP's Cover Templates page](#).
 - Fill in the requested details (page count, paper type) and download the template.
 - Make sure to include both the front and back cover, along with the spine width, for the full width.

7. Setting Headers and Footers

- Double-click on the Header area of your document to open it.
- Navigate to the Layout tab.
 - To create different headers for sections:
 - Click on the page directly before your Chapter One page.
 - In the "Breaks" dropdown, select "Next Page" to start a new section.
 - Ensure "Link to Previous" is unchecked so the header is different from the title page.
- Repeat this process for footers to ensure that the copyright/title pages and body of your book have distinct headers and footers.

8. Embedding Fonts

To prevent rejection from KDP, make sure your fonts are embedded:

- For PC:
 - Go to File > Options > Save.
 - Check Embed fonts in the file.
- For Mac:
 - Go to Word > Preferences > Save.
 - Ensure Embed fonts in the file is checked.

9. Save as PDF

Once your manuscript is correctly formatted:

- Save your file as a PDF. This is the preferred format for Amazon KDP to avoid any formatting issues.

For eBook Formatting

The eBook format is simple to convert from your Word document.

1. Copy the Document:
 - Right-click the file, copy it, and paste it into the same folder.
 - Rename the file to distinguish it from your paperback version.
2. Create a Table of Contents:
 - Open the eBook copy of the document.
 - Insert a page break before Chapter One (if it's not already).
 - Under the References tab, choose Table of Contents and select the style you want (the first option works well for fiction).
 - Remove any page numbers or dots from the Table of Contents, as eBook page numbers will differ from the print version.
3. Final Adjustments:
 - Ensure your ISBN numbers are correct on the copyright page of the eBook version.



Conclusion: Final Steps

With your manuscript and eBook now properly formatted, you are ready to upload your files to KDP. Be sure to review each section and ensure everything—from margins to the Table of Contents—is correctly set up. This will ensure a smooth submission process and avoid potential rejection from Amazon's system.

Happy publishing, and best of luck with your project!

ROMANCE FICTION
الملكة
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