

How-To Publish On Amazon KDP Checklist:

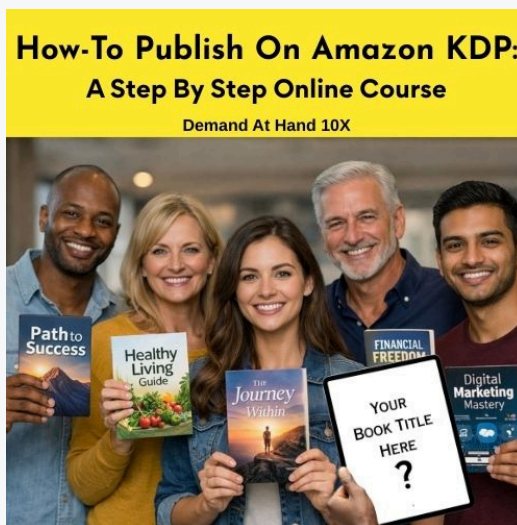


By Henry Ramirez

How-To Publish On Amazon KDP

A Step By Step Online Course

**Just Scan the QR code
to Access The Course. Why
Wait!**



By Henry Ramirez

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Publishing Book Checklist

Use this checklist to confirm that the manuscript, cover, metadata, and publishing decisions are ready before you press publish.

- Book concept and target audience are defined.
- Trim size, categories, and keywords are finalized.
- Manuscript interior is formatted and exported.
- Cover template was created and final cover was exported.
- KDP metadata fields are completed.
- Preview tool errors were reviewed and corrected.
- Rights, territories, and pricing decisions are complete.
- Final files are backed up before publishing.

Final Review Notes

Keyword Planner Page

Use this page to plan search phrases, category ideas, and supporting language for your book's positioning metadata.

Primary Keyword Phrase	Search Intent	Category / Notes

Extra Notes

Book Tracker

Track multiple book projects, stages, and next actions so you can manage publishing progress over time.

BookTitle	Format	Status	Target Date	Next Action

Income Tracker

Use this page to capture a simple performance snap-shots across your KDP titles, pricing, and Estimated Royalty Payments

Month	Book Title	Units Sold	List Price	Estimated Royalties

Publishing and KDP Terms (1)

A+ Content

Enhanced content that can improve the presentation of an Amazon product listing and help increase trust and conversion.

Amazon Author Central

Amazon's author profile platform where authors can add a bio, connect books, and improve their public author presence.

Amazon SEO

The process of improving a book listing so Amazon understands the topic and shows it to relevant shoppers.

Appendix

A back-of-book section used for supplemental material that supports the main content.

Audience Targeting

Defining who the book is for so the title, description, keywords, and design all speak to the right reader.

Backend Keywords

Hidden keyword fields inside KDP that help Amazon understand what a book is about.

Back Matter

Pages placed near the end of a book, such as bonus content, author information, calls to action, or other resources.

Bleed

A print setup where images or background elements extend to the edge of the page and are trimmed during printing.

Book Cover Template

A KDP-generated layout file used to size and position the front cover, spine, and back cover correctly.

BookDescription

The sales copy shown on a book listing that explains the value of the book and encourages readers to buy.

Book Metadata

The structured data that describes a book, including title, subtitle, author, keywords, categories, and description.

Book Trim Size

The final printed dimensions of the book, such as 6 x 9 inches.

Categories

The Amazon shelving locations used to classify a book for shoppers and search systems.

Click-Through Rate

The percentage of people who see a listing and click on it, often influenced by the title and cover.

Competitive Analysis

The process of reviewing other books in the market to understand positioning, design, pricing, and demand.

Publishing and KDP Terms (2)

Conversion

When a visitor becomes a buyer or takes another desired action, such as joining an email list.

Copyright Page

A front-matter page that typically includes copyright information, edition notes, and publication details.

Cover Calculator

A KDP tool that generates a properly sized cover template based on trim size, page count, and paper choices.

Customer Engagement

Reader behavior signals such as ratings, reviews, and Look Inside activity that can support visibility.

Dedication Page

A short front-matter page where the author dedicates the book to a person or group.

Direct Competitors

Books that target the same topic, audience, and purpose as your book and compete for the same readers.

Evergreen Content

Content that remains useful over time instead of becoming outdated quickly.

File Naming Convention

A consistent way of naming files so file versions and assets are easy to identify.

Folder Structure

The organized system of project folders and sub-folders used to manage manuscript, cover, export, and research files.

Front Matter

The opening pages of a book, such as the title page, copyright page, dedication, introduction, and table of contents.

Google Trends

A free research tool that shows interest over time, seasonal demand, and location-based search patterns.

Hardcover

A book format with a hard outer cover that may be offered alongside paperback or ebook versions.

ISBN

The International Standard Book Number that uniquely identifies a specific book edition and format.

Image Bleed

Artwork or images that extend past the trim line so no white edge appears after printing.

Index

An organized list near the end of a book that helps readers locate specific topics or terms.

Publishing and KDP Terms (3)

KDP Dashboard

The area inside Amazon KDP where users create, edit, and manage book projects.

Keyword Relevance

How closely the chosen keywords match what shoppers are actually searching for.

Look Inside

Amazon's preview feature that lets readers sample part of the book before buying.

Manuscript

The interior content file of the book that is uploaded for publishing.

Margins

The space around the edges of a page that helps keep text readable and printable.

Marketplace Research

The process of studying Amazon listings, search results, and competing books to guide publishing decisions.

Pagination

The numbering and flow of pages across the book interior.

Paperback Content Section

The KDP project area where print settings, manuscript uploads, and cover files are managed.

Primary Marketplace

The main Amazon marketplace used when setting pricing and royalties.

Pricing Simulator

A KDP tool used to test price points and estimate royalties in different marketplaces.

Print Options

Paperback settings such as ink type, paper type, bleed, and cover finish.

Product Performance

Sales and conversion signals that help determine how strongly a book performs in Amazon search.

Project Backup

A saved copy of the project files stored in a second location for protection and recovery.

Publishing Rights

The rights declaration in KDP that confirms whether you own the content or hold publishing rights.

QR Code Links

Scannable codes placed in or around the book to direct readers to external resources, bonus pages, or offers.

Publishing and KDP Terms (4)

Release Date

The date a book is published or scheduled to become available.

Review Count

The total number of reviews a book has received, often used as a trust signal by shoppers.

Royalties

The earnings the author or publisher receives from each sale after Amazon calculates the payout.

Sample Pages

a piece of content to preview to judge quality, clarity, and usefulness before buying.

Sales Velocity

How quickly a book is selling over a given period, which can affect ranking and visibility.

Series Field

The KDP field used when a book belongs to a named series.

Sub-categories

More specific niche classifications inside broader Amazon categories.

Subtitle

A secondary title element that adds clarity, specificity, and keyword support.

Table of Contents Alignment

Making sure the TOC matches the correct page numbers and headings in the final book.

Territories

The geographic rights settings used to indicate where the book may be sold.

TitlePage

A front-matter page that displays the book title, subtitle, and author name.

Version Control

A system for clearly identifying file revisions such as V1, V2, or final export versions.

Voice-to-Text Dictation

A drafting workflow that converts spoken words into written text inside tools such as Apple Pages or Word.
