



Write It. Release It. Academy

Write It. Release It. Playbook

Plan it with purpose. Write it with clarity.

RACHEL BEST | WWW.WRITEITRELEASEITACADEMY.COM

Goal Tracker

THE GOAL: _____

SPECIFIC: DESCRIBE YOUR GOAL IN DETAIL

MEASURABLE: LIST THE MEASURES YOU WILL USE TO TRACK YOUR GOAL

ATTAINABLE: LIST THE ACTIONS YOU NEED TO TAKE TO REACH YOUR GOAL

RELEVANT: DESCRIBE WHY THIS GOAL IS WORTH ACHIEVING FOR YOU

TIMED: WRITE THE DATE YOU WILL ACHIEVE THIS GOAL BY

ACTION

BOOK PLANNING PLAYBOOK

BRAINSTORMING HELPS YOU UNCOVER CLARITY, CREATIVITY, AND DIRECTION SO YOU CAN WRITE YOUR BOOK WITH PURPOSE AND CONFIDENCE.

1-BOOK IDEA CLARITY WORKSHEET:

WHAT IS THE MAIN MESSAGE?

WHO IS YOUR IDEAL READER

WHY ARE YOU WRITING THIS BOOK NOW?

WHAT DO YOU WANT THE READER TO WALK AWAY WITH?

2-CHAPTER-BY-CHAPTER OUTLINE TEMPLATE:

CHAPTER 1: TITLE _____

MAIN POINT/STORY:

KEY TAKE AWAY:

CHAPTER 2: TITLE _____

MAIN POINT/STORY:

KEY TAKE AWAY:

CHAPTER 3: TITLE _____

MAIN POINT/STORY:

KEY TAKE AWAY:

CHAPTER 4: TITLE _____

MAIN POINT/STORY:

KEY TAKE AWAY:



CHAPTER 5: TITLE _____

MAIN POINT/STORY:

KEY TAKE AWAY:

CHAPTER 6: TITLE _____

MAIN POINT/STORY:

KEY TAKE AWAY:

CHAPTER 7: TITLE _____

MAIN POINT/STORY:

KEY TAKE AWAY:

CHAPTER 8: TITLE _____

MAIN POINT/STORY:

KEY TAKE AWAY:

CHAPTER 9: TITLE _____

MAIN POINT/STORY:

KEY TAKE AWAY:

CHAPTER 10: TITLE _____

MAIN POINT/STORY:

KEY TAKE AWAY:

CHAPTER 11: TITLE _____

MAIN POINT/STORY:

KEY TAKE AWAY:

CHAPTER 12: TITLE _____

MAIN POINT/STORY:

KEY TAKE AWAY:



PUBLISHING PREP SHEET

Completed by: _____

Here's what you'll need to publish your book successfully:

	Date
<input type="radio"/> Final Editing manuscripts	
<input type="radio"/> Formatted interior (6x9)	
<input type="radio"/> Front and back cover design	
<input type="radio"/> ISBN (Get a free one via Amazon KDP or purchase your own)	
<input type="radio"/> Author bio and photo	
<input type="radio"/> Keywords and book description for Amazon	
<input type="radio"/> Decide: Print, eBook, or both	
<input type="radio"/> Develop a social media marketing strategy	
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KDP Publishing Playbook

Streamline Self-publishing process

A Proven Method by Rachel Best

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kindle

direct
publishing

YOUR KDP Publishing Guide

Learn How to Self-Publish Your Book Like a Pro!

Congratulations — you're here because you're ready to share the powerful insights and ideas God has placed in your heart. In today's information age, your story and message can bless others for years to come. The book industry is booming, and self-publishing has opened doors for countless authors to make their mark.

If you want to learn how to publish your book confidently and professionally on **Amazon Kindle Direct Publishing (KDP)**, you've found the perfect guide. Inside, you'll discover the **step-by-step** process to publish like a pro and take full control of your author journey.

Why Self-Publish on KDP?

Authors using Amazon KDP can earn anywhere from a few dollars to over \$20,000 a month — and the possibilities keep growing!

Here are just a few reasons why self-publishing is an incredible opportunity:

Full Control

When you self-publish, you own your work completely. You decide every step of the process—from editing to cover design to marketing. For authors who have poured their heart and soul into their books, having this creative control is priceless.

Equal Quality

Thanks to advances in technology, self-published books now look just as professional and polished as traditionally published titles. Your book will stand proudly on the virtual (and physical) shelves alongside any bestseller.

No Gatekeepers

There's no need for literary agents or publishers to approve your work. Self-publishing opens the door wide for diverse voices and unique stories that need to be heard. So, what are you waiting for? It's time to step into your calling and publish your book your way. Let's get started on your journey to becoming a published author with confidence and clarity!



While owning your own ISBN might not provide a huge advantage for every author, it does open up valuable opportunities—like publishing through wider platforms such as IngramSpark.

Setting the Right Price

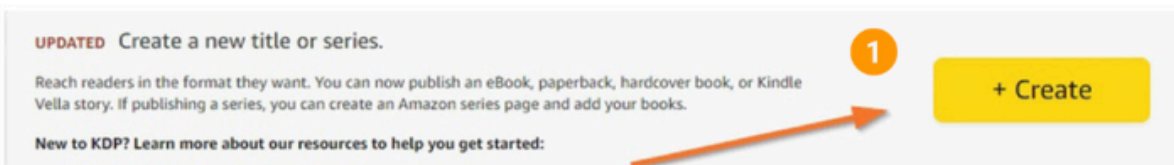
Choosing the right price for your book is crucial, as it directly affects both your sales and your royalties. Spend time researching similar books in your genre to understand their pricing. This will help you set a fair and competitive price that attracts readers while honoring the value of your work.

Establishing Your Amazon KDP Account

Start by following these steps:

1. Start by visiting the Kindle direct publishing website. (<https://kdp.amazon.com>)
2. Sign into your Amazon account, or create one
3. Input your **author and publisher information**, which should include your full legal name (not your pen name), as well as your address and phone number.
4. Input your **bank account information** so Amazon can pay you when you earn royalties
5. Input your **tax information** so that Amazon can correctly send you the tax forms you need at the end of the year

Once all of this is in order, you should be able to log into Amazon KDP, and see your KDP dashboard. There, you will see a big button labelled Create.



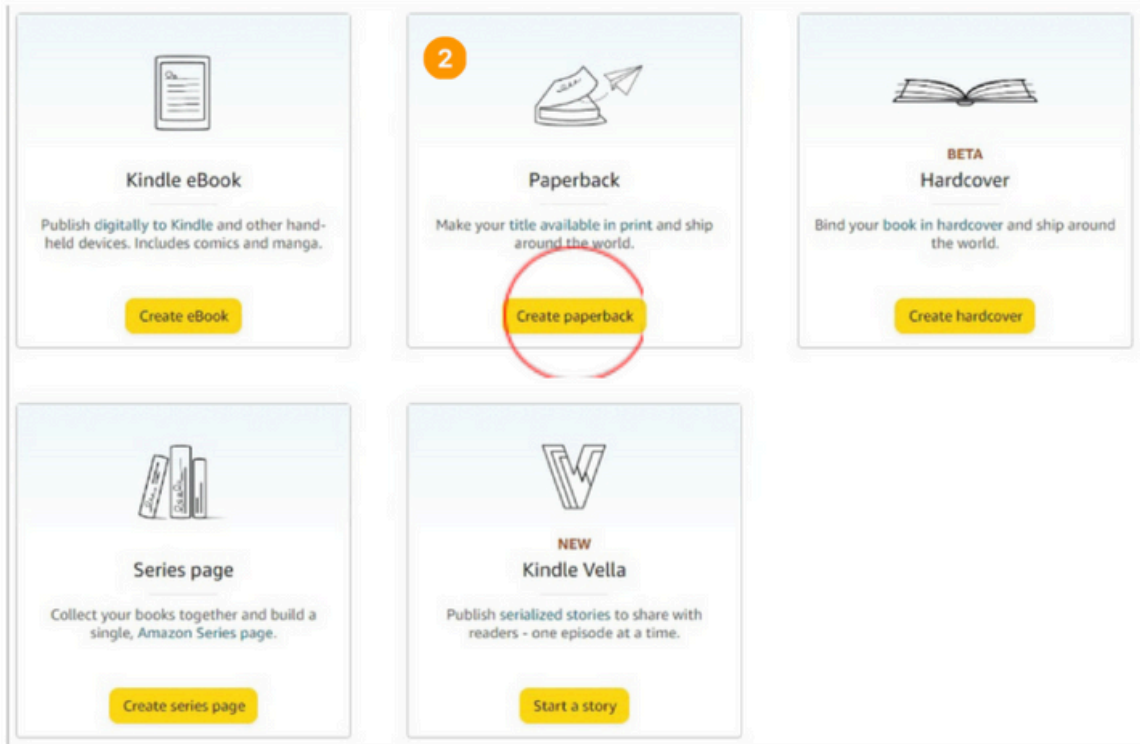
Click on **Create**, and it will take you to a new screen with several options:

Select the Type of Book You Are Publishing!!!

- Kindle eBook
- Paperback
- Hardcover
- Series page
- Kindle Vella



kindle | direct publishing



The process of uploading a book to Amazon falls into three main steps:

1. Paperback details
 2. Paperback content
 3. Paperback pricing
- Let's look at each one.

Step 1: Input Your Paperback Details

Paperback details is the page where you input your title, subtitle, description, keywords, etc. All the metadata associated with your book will be included in this section to help your book be found by customers.

Language

At the very top, you will see a place to select the language of your book. You will want to select the most appropriate language. In most instances, it will be English.



Insert your book title and subtitle. **Note that the subtitle is optional.**

kindle | direct publishing | Bookshelf | Reports | Community | Marketing

Paperback Details In Progress...	Paperback Content Not Started...	Paperback Rights & Pricing Not Started...
--------------------------------------------	--------------------------------------------	---------------------------------------------------------

3 **Language** Choose the primary language your book is written in. [Supported languages](#)

English

4 **Book Title** Enter your title as it appears on the book cover. If you add a subtitle, a colon will be inserted between the title and subtitle. Before continuing, check your spelling since this field cannot be updated after publication. [Book title guidelines](#)

Book Title

Anchored: Deeping Your Relationship with God

Series (optional) If your book is part of a series (or will eventually be), you can add it now. Alternatively, you can add it later using the options on the Bookshelf. [Learn how to start a series](#)

If you create a series, it'll build a product detail page on Amazon, showcasing all books in the series. Linked formats of your books will be automatically added to the series.

Edition Number The edition number tells readers whether the book is an original or updated version. Note: This cannot be changed after the book is published. [What counts as a new edition?](#)

Edition number (Optional)

5 **Author** Enter the primary author or contributor. Pen names are allowed. Note: before continuing, check your spelling since this field cannot be updated after publication. [Author guidelines](#)

Primary Author or Contributor

Dr. Amy Middle name Rucker Suffix

This field is optional for books that are specific editions. It is most commonly used when writing nonfiction.



How to write your book description

We recommend following these three simple steps for writing an effective book description. Make it **simple**, **compelling**, and **professional**.

- 1 Simple**
Describe the main plot, theme, or idea only. Avoid details that may overwhelm or confuse a reader who's only taking a second or two to decide whether to find out more about your book. Also, keep your language short and simple. Aim for a 150-word paragraph with sentences that are easy to scan.
- 2 Compelling**
Avoiding overwhelming and confusing details will help make your description compelling, but also consider how to grab readers' attention. For example, write a first sentence that draws them in. This sentence may be a reader's first impression, so make it special. Also, set expectations by showing what genre your book belongs to.
- 3 Professional**
Again, this might be your reader's first impression, so make sure your description is polished--no misspellings or grammatical errors. It may be hard to edit a text you've looked at several times, so show it to others to get a fresh set of eyes.

Primary Audience: The primary audience section on Kindle Direct Publishing (KDP) helps you identify the age group for which your book is intended. You can specify the age range of your book when you set up your title and categories.

Primary Audience

Sexually Explicit Images or Title
Does the book's cover or interior contain sexually explicit images, or does the book's title contain sexually explicit language? [Learn more.](#)

Yes
 No

Reading age (Optional)
Choose the youngest and oldest ages at which a person could enjoy this book.

Minimum: 13
Maximum: 18+

Primary marketplace
Choose the location where you expect the majority of your book sales. Changing your primary marketplace after you publish may impact your list price. Please confirm your list price before publishing your book.

Amazon.com

Primary Marketplace: The primary marketplace section on Kindle Direct Publishing (KDP) is where you choose the primary marketplace for your book and set the list price. You can also set the reading age and primary audience in this section.

Amazon marketplaces

You can publish in many Amazon marketplaces, including Amazon.com, Amazon.ca, Amazon.co.uk, Amazon.de, Amazon.es, Amazon.fr, Amazon.in, Amazon.it, Amazon.nl, and more...

Paperback distribution

You can distribute paperbacks through bookstores, online retailers, libraries, and academic institutions



kindle

direct
publishing

Categories: The category section on Kindle Direct Publishing (KDP) is where you choose the categories for your book. You can choose up to three categories. **Consider:** Discoverability: Choosing the right categories helps readers find your book.

Choose up to three categories that describe your book. Note: You must select your primary marketplace and audience first.
[What are categories?](#) ▾

Your title's current categories

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Books › Religion & Spirituality › [General](#) ↗

Books › Self-Help › [Spiritual](#) ↗

Books › Religion & Spirituality › Christian Books & Bibles › [General](#) ↗

Edit categories

Does your book classify as any of these types? Choose all that apply.

- Low-content book (e.g. journals, notebooks, and planners) [What's a low-content book?](#) ▾
- Large-print book (content is 16-point font size or greater) [What's a large-print book?](#) ▾

How to choose categories

Research your genre and similar books

Consider the popularity and relevance of the categories

Choose categories that accurately describe your book

Tips for choosing categories

Consider using the PublishDrive Publishing Assistant to automate the process

Check for the #1 best seller in your chosen categories

Consider a small, mid-range, or competitive category



Keywords: The keywords section on KDP publishing allows you to choose up to seven keywords that describe your book. These keywords help readers find your book when they search on Amazon.

Researching keywords: Consider your audience, genre, and what they might search for. Use keyword research tools to find trends and reader preferences.

KEY WORD GENERATOR CLICK HERE

Choose up to 7 keywords highlighting your book's unique traits. Keywords are typically short phrases, up to 50 characters, that customers use to narrow their book search on Amazon. Example: medieval fantasy books. [How do I choose keywords?](#) ▾

Your Keywords (Optional)

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Women Devotional	Spiritual Books
Men's Devotional	Christian Devotional
New Believer Devotional	Inspirational Devotional
Daily Bible study	

Publication Date: The publication date on Kindle Direct Publishing (KDP) is the date when a book was first published. The publication date is different from the release date. The release date is when the book will be available for sale on Amazon.

Publication Date The publication date tells readers when the book was originally published. If your book has not been published before, select the first option.

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Publication date and release date are the same

My book was previously published

Release Date Choose when to make your book available on Amazon. [Learn more about release date options](#)

12

Release my book for sale now

After you submit for publication, it can take up to 72 hours to go live. During this time, edits cannot be made to your book. [Learn more about release timelines](#)

Schedule my book's release



kindle

direct
publishing

Release Date: You can schedule a release date for your book on Kindle Direct Publishing (KDP) up to 90 days in advance. This feature allows you to choose when your book's detail page becomes available on Amazon.

This is where you select the most appropriate book categories. Browse through the list that Amazon provides, and select those that best fit your book and audience. Once you have completed this section, you can hit **Save As Draft** or **Save** and **Continue** to move onto the next step.

Book Barcode: An ISBN on KDP publishing stands for "International Standard Book Number," which is a unique, 13-digit code assigned to each book published through Amazon's Kindle Direct Publishing platform, allowing retailers and libraries to easily identify and track your book; you can choose to use a free ISBN provided by KDP or purchase your own from a service like Bowker, but you typically need an ISBN for printed books (paperback or hardcover) on KDP, not ebooks.

ISBN

You can have KDP assign an ISBN for your book or you can add one you've already purchased. An ISBN is a unique ID retailers, libraries, and distributors use to search and identify your book. Each book and format (e.g. eBook vs paperback) have their own ISBN. [Compare ISBN options](#)

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Get a free KDP ISBN

Assign ISBN

Add your own ISBN

Your book has been assigned a free KDP ISBN:
ISBN: 9798308856308
Imprint: Independently published

KDP ISBN OR YOUR OWN?

Print Option

Kindle Direct Publishing (KDP) offers several print options, including different types of paper and ink, trim sizes, and whether the book is a paperback or hardcover.

Paper and ink

Black ink: Available on 50–61 lb (74–90 GSM) white or cream paper

Standard color: Available on 50–61 lb (74–90 GSM) white paper

Premium color: Available on 60–71 lb (88–105 GSM) white paper

Print Options Choose how you'd like to print your book. We've pre-selected the most common settings to get you started. How will printing cost be calculated? ▾

14 Ink and Paper Type
Pick which ink and paper type you'd like to print your manuscript with. ▾

Black & white interior with cream paper

Black & white interior with white paper

Standard color interior with white paper

Premium color interior with white paper

Black & white interior with white paper

- Typical for nonfiction
- Paper weight: 50-61 pound, 74-90 grams per square meter

Print Options

1. Black & white interior with cream paper
2. Black & white interior with white paper
3. Standard color interior with white paper
4. Premium color interior with white paper

Which one you choose depends on the book you are creating and the audience you are serving. As an example, a workbook might be best in black and white with white paper but an illustrated children's book may be best in Premium color with white paper. The higher the quality, the higher the printing cost so factor that in!

Below the ink and paper type, you will see a section to select your trim size, bleed settings, and paperback cover finish.

15 Trim Size
Select the height and width you want your book to be. ▾

6 x 9 in
15.24 x 22.86 cm

Select a different size

Bleed Settings
Choose "Bleed" if you have images or illustrations extending to the page's edge in your manuscript. Otherwise, use "No Bleed." ▾

No Bleed

Bleed (PDF only)

Paperback cover finish
Choose how you'd like to laminate your book cover. ▾

Matte

Glossy



Trim size is the actual width and height of your book. 5 x 8, 5.5 x 8.5, 7 x 10, 8.5 x 11 and 6 x 9 are the most common, but there are many more. You will need to select **Bleed** if you have images that need to extend to the edges of the book.

Finally, you can choose between **Matte and Glossy** finishes for your book cover. Which one you choose depends on the look and feel you are wanting and even consider if the book will be handled a lot. As an example, I would choose glossy for a kids workbook as this will be more durable and easier to wipe clean if required.

Manuscript: Upload your manuscript (i.e. your book's interior content). Make sure the file matches the trim size and bleed settings you selected above.
Accepted files: PDF, DOC/X, HTML, or RTF. **(I use PDFs Only)**

The screenshot shows two steps in the Amazon KDP upload process:

- Step 16: Manuscript**
Instruction: Upload your manuscript (i.e. your book's interior content). Make sure the file matches the trim size and bleed settings you selected above. Accepted files: PDF, DOC/X, HTML, or RTF. Review our manuscript file checklist.
Action: Upload manuscript
Status: Manuscript "Copy of Personalize & Publish Devotional.pdf" uploaded successfully!
Note: Please provide an ISBN so that we may start processing your file.
- Step 17: Book Cover**
Instruction: Create a cover using Cover Creator, or upload a single PDF that includes the back cover, spine, and front cover as one image, no larger than 650 MB. If uploading your own, use our Cover Calculator for exact file dimensions and review our Cover Formatting Guide. Note: To include spine text, your book must have at least 79 pages.
Options:
 - Use Cover Creator to make your book cover (upload your own cover image or use KDP's stock images)
 - Upload a cover you already have (print-ready PDF only)Action: Upload your cover file
Status: Cover uploaded successfully!
Note: Please provide an ISBN so that we may start processing your file.

Book Cover: Finally, Upload your own cover: You can submit your own cover image in PDF, JPG, PNG, or TIF/TIFF format



AI Content: Please Read What AI content is an determine if you should say No!!! On KDP publishing, the "AI Content" option refers to a section where authors must disclose whether any part of their book content, including text, images, or translations, was created using an artificial intelligence (AI)

AI-Generated Content

Amazon is collecting information about the use of Artificial Intelligence (AI) tools in creating content. What is AI-generated content? ▾

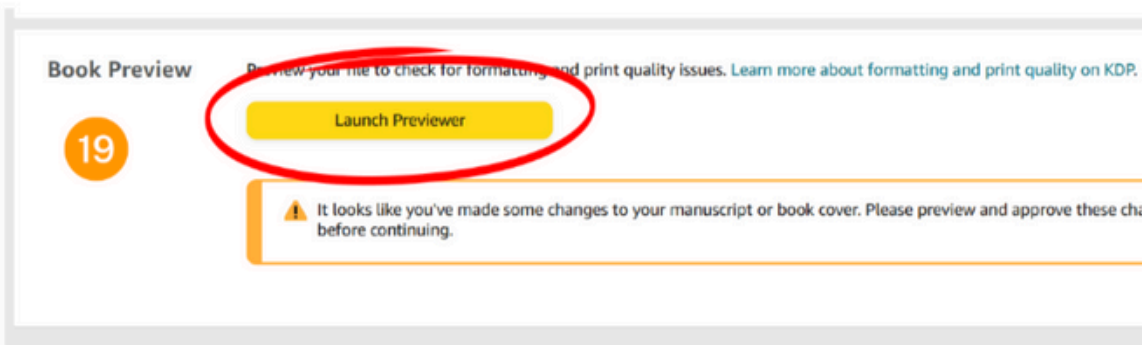
Did you use AI tools in creating texts, images, and/or translations in your book?

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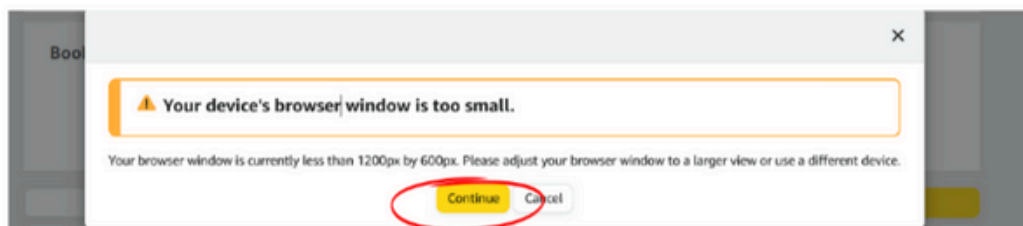
Yes
 No

⚠ It looks like you've made some changes to your manuscript or book cover.
 By clicking this, I confirm that my answers are accurate

Book Preview: Book previewing on Kindle Direct Publishing (KDP) allows you to see how your book will look before publishing. You can preview your book on different devices, including tablets, phones, and Kindle E-Readers.



Launch Preview: Don't forget to click that link and take a look at your book. Carefully review each page to ensure it meets your expectations perfectly.



Note: If You se this link pop-up, just click continue.



kindle

direct publishing

You Are Ready To Publish

Quality Check: A KDP quality check reviews your book manuscript before publishing, assessing aspects like formatting, content quality, image resolution, and adherence to Amazon's content guidelines to ensure a good reader experience, including checking for typos, alignment issues, missing content, and proper paragraph spacing; if issues are found, you'll be notified to make corrections before your book goes live on the platform.

Kindle direct publishing | Print Previewer | Rooted in Truth | Paperback

Get help
Provide us feedback
Download a PDF proof

Quality Check

Once your book is submitted for publication, we'll perform a quality review using a combination of machine learning, automation, and dedicated teams of human reviewers. Some of the items we check, and most commonly see file rejections for, include: spine text, bleed, margins, and embedded fonts. Please review our guidelines to ensure your files meet our specifications.

Make sure your barcode doesn't overlap with any text. We may also include a Transparency code on Amazon book orders. They're similar to QR codes, and will appear above the ISBN barcode. Learn more about barcode requirements and Transparency codes.

Tip: For detailed guides on formatting, visit our Help article.

ROOTED IN TRUTH

This devotional is for busy men seeking a deeper relationship with God. Each day includes a scripture and declaration to meditate on and speak life into your day, helping you grow in faith and stand on God's promises—even with a hectic schedule.

Inspiring Scripture: Begin each day with a powerful verse that sets the tone for your reflection and growth.


Personal Reflection: Consider why a specific verse stands out to you. Reflect on how it connects to your current circumstances and what God may be revealing.

Divine Guidance: Ask, "What is God speaking to me?" Pause, listen, and write down the insights He places on your heart.

Stillness & Listening: Take a moment of silence after your prayer, allowing space for God's voice to guide your thoughts and actions for the day.

Prayer Response: Write a heartfelt prayer, asking for wisdom, direction, and strength to walk in God's truth. Let His Word shape your prayers and your life.

Rachel Best
Rachel Best is a faith-driven entrepreneur, speaker, and author passionate about sharing God's truth. After encountering Jesus in a dark season, she found freedom in His love. Now, as a wife, mother of five, a grandmother, and full-time RV'er, she is dedicated to inspiring others to grow in faith and walk boldly with God.



• 30 DAY DEVOTIONAL •

ROOTED
IN TRUTH

FOR BUSY MEN SEEKING TO STAND FIRM IN GOD'S TRUTH

RACHEL BEST

Previous Issue | No Issue Selected | Next Issue

Two Page View | Thumbnail View | Page Range: Cover / 144 | Guides

Exit Print Previewer | **Approve**

Approve: On Kindle Direct Publishing (KDP), the "Approve" button signifies that you have reviewed your book's formatting and content within the previewer and are ready to submit it for publication, essentially giving the final "okay" to proceed with publishing your book after checking for any errors or issues in the preview; once you click "Approve," your book enters the review process with Amazon KDP.

If you've reached this point, congratulations! You are just 72 hours away from becoming a published author. Be on the lookout for an email from Amazon to find out if your book has been approved.



Thank You!

I hope you found this guide helpful as you begin planning, preparing, and publishing the message God has placed on your heart.

Whether you're outlining your chapters or uploading your final manuscript to KDP, know this — you're not alone in this journey. I'd love to hear what stage you're in, what God is stirring in you, or how this guide helped move you forward.

Rachel Best

[TAKE THE NEXT STEP AND START THE FULL WRITE IT. RELEASE IT. ACADEMY COURSE TODAY.](https://www.writeitreleaseitacademy.com)

[WWW.WRITEITRELEASEITACADEMY.COM](https://www.writeitreleaseitacademy.com)

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