Self-Publishing with IngramSpark and KDP
How to prepare manuscript and book cover files

PREPARING PRINT / PAPERBACK FILES

MANUSCRIPT / INTERIOR FILES

- **Step 1:** Completely finish your manuscript in Microsoft Word, with **all front matter, manuscript, and back matter**.
- Set page size and margins (as per [IngramSpark](#) and [KDP specs](#)), and arrange/type-set pages correctly.
- Add 1-3 additional blank pages at end, ensuring last page is blank and total number of pages is an even number.
- Make sure chapter titles are Heading 1 style (if using auto Table of Contents).
- Add page numbers and any headers/footers.
- Ensure no website links (websites must be text-only).
- Finalise copyright page with **own print ISBN number** and cover design credits etc.
- Final check: arrangement of pages and typesetting.
- Update Table of Contents (with no e-links).

- **Step 2:** Save then convert final document in Microsoft Word to a **PDF/A-compliant PDF file**.
- Copy and rename this file to incorporate the ISBN number, eg. **ISBN-print.pdf**
- You can use this PDF for both Ingramspark and KDP print interior files.

PRINT COVER FILES

- **Step 3:** Note numbers of pages in final full manuscript file and ISBN number. **Write your blurb in text file, ready for back cover** (see https://kindlepreneur.com/back-book-cover-blurb/).
- Visit **print cover template generators** for [IngramSpark](#) and [KDP](#) to download correct full wrap-around cover template files. These will help you design your wrap-around print covers in software such as Paint.net, Canva or Adobe Illustrator (I don't use [KDP Cover Creator](#) as separate Ingramspark cover must be designed anyway).

- **Step 4:** Using print cover templates, create two full print covers, including back cover, spine and front cover. Do KDP cover first as this is the larger one, then IngramSpark.
- Tip: copy a cut-out of ISBN barcode from Ingramspark cover template and paste onto back cover of KDP cover design (or KDP will insert it for you).
- Once happy with KDP book cover file, save it as PNG, JPG and PDF (must be 300dpi).
- Then copy, paste and tweak full wrap-around KDP cover onto Ingramspark cover template (which is different), and save as PNG, JPG and PDF (also 300dpi).
- **Name the two cover PDF files with different filenames, eg. ISBN-cover-KDP.pdf and ISBN-cover-IGS.pdf**

There are many ways to do this. This is my method, which works for me. You may choose to use other software, methods and steps.

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How to prepare manuscript and book cover files

PREPARING EBOOK FILES

MANUSCRIPT / INTERIOR FILES

- **Step 5:** Using your completed print/paperback Word document (including **all front matter, manuscript and back matter)**, edit it as follows to prepare it for ebook version:
- Take out all page numbers and headers and footers.
- Make sure chapter titles are Heading 1 style (if using auto Table of Contents).
- Add links to any website link text so links are clickable.
- Finalise copyright page with **own ebook ISBN number** (which must be different to ISBN number for print version) and cover design credits etc.
- Update Table of Contents (use hyperlinks instead of page numbers).

- **Step 6:** Save the file as a Word document (docx).
- Copy and rename this file to incorporate ebook ISBN number (same ebook ISBN can be used for both Ingramspark and KDP), eg. **ISBN-ebook.docx**
- You can use this Word docx file for KDP Ebook upload, but for Ingramspark upload, this file must first be converted to EPUB (details below).

EBOOK COVER FILES

- **Step 7:** Using your completed KDP full book cover (for print/paperback), cut and save just the front cover from this as a separate JPEG file (make sure it's still 300dpi). Rename it as **ISBN-cover.jpg**
- Before cutting and saving, check that your JPEG front cover has approximately the following proportions: 2560px x 1600px (it's fine to use the same one for Ingramspark and KDP ebook covers). See KDP ebook cover specs and Ingramspark ebook cover specs.

- **Step 8:** Now you have a JPG front cover image for ebook, you will be able to finish creating your EPUB file (which has full manuscript and ebook JPG cover in it as one file). You will need this EPUB version for Ingramspark ebook upload.
- **I use Calibre software to convert files to EPUB or MOBI for ebooks.**
- If using Calibre: Click **Add book**, and upload the **ISBN-ebook.docx** (Word doc) file prepared earlier.
- With book highlighted, click on **Edit Metadata**, and complete as many details accurately as possible, including adding correct ebook front cover file (JPG file). Click OK, then click on **Convert Book**, Convert Individually (check EPUB shows as an output format). Click OK. When done, EPUB file will be saved to Calibre folder. Rename as **ISBN-ebook.epub**

There are many ways to do this. This is my method, which works for me. You may choose to use other software, methods and steps.

Self-Publishing with IngramSpark and KDP
How to upload manuscript and book cover files

UPLOADING PRINT FILES (INTERIOR & COVER)

- Tip: If you intend to upload both print and ebook versions, prepare all manuscript and cover files, before uploading to IngramSpark and KDP.
- **Step 9**: Decide on your **keywords, BISAC codes, Amazon categories**, and your **book description** (see https://jerichowriters.com/amazon-book-descriptions-sell/).

- **Step 10: Upload your IngramSpark print files as follows (note: there is a charge* to upload files, which is discounted for both print and ebook versions, so have all files ready first):**
- Print manuscript/interior file: You can use same PDF file as for KDP, with ISBN number incorporated in filename eg. **ISBN-print.pdf**
- Print cover file: PDF file as per IngramSpark cover template (this has some white paper showing to left and bottom of book cover design), with print ISBN number incorporated in filename, eg. **ISBN-cover-IGS.pdf**

- **Step 12: Upload your KDP print files as follows (free to upload):**
- Print manuscript/interior file: You can use same PDF file as for Ingramspark, renamed eg. **ISBN-print.pdf**
- Print cover file: PDF file as per KDP cover template (no white showing), eg. **ISBN-cover-KDP.pdf**
- **If using both Ingramspark and KDP to publish your book: do <u>NOT</u> tick 'Expanded Distribution' in KDP.**

UPLOADING EBOOK FILES (INTERIOR & COVER)

- **Step 11: Upload your IngramSpark ebook files as follows (have all files ready first and note charges*):**
- Ebook manuscript/interior file: Use the EPUB file with front cover incorporated which you created earlier (in software such as Calibre), eg. **ISBN-ebook.epub**
- Ebook cover file: The same front cover JPG file can be used for both Ingramspark and KDP, eg. **ISBN-cover.jpg**

- **Step 13: Upload your KDP ebook files as follows (free to upload):**
- Ebook manuscript/interior file: You can use the original ebook Word doc of full, finished manuscript (no cover), eg. **ISBN-ebook.docx**
- Ebook cover file: The same front cover JPG file can be used for both Ingramspark and KDP, eg. **ISBN-cover.jpg**

* Currently Ingramspark charges $49 to set up both print & ebook versions (for same book title), and another fee for revision uploads, but they often have discount promos, so check first!

Ebooks are usually approved in 72 hours but print books may take longer (and for Ingramspark, you may need to preview/approve them to finalise).

Correct as at June 2020