

# Make a Kindle eBook - Checklist

## 1 Delete eBook's TOC

- Open eBook.
- Delete Table of Contents.  
Right-Click on Table of Contents, /Delete index

## 2 Export as PDF

- Export eBook as a PDF. File/Export as PDF.../Export

## 3a Upload Into Kindle Create

- Open **New Project From File** in *Kindle Create*.

## 3b Upload Into Kindle Create

- Choose **Textbooks** option.
- Click **Choose File** to upload your eBook into *Kindle Create*.
- Choose file and click **Open**.

## 4 Preserve Embedded Links

- Click **Yes** to preserve the links in your eBook.

## 5a Preview in Kindle Reader

- Click **Preview** in the Upper Right-Corner.

## 5b Preview in Kindle Reader

- View individual pages.

## 5c Preview in Kindle Reader

- View Table of Contents.
- Close Preview Reader. (Click **X** in upper right corner.)

## 6 Export the Kindle eBook

- Click **Publish** in the Upper Right-Corner.
- Save your working file. Click **OK** to start the process.

## 7 Save the Working File

- Save your working (KCB) file. **Publish/Save**
- Name file and **Save**.

## 8 Save the Publishable File

- Save** your publishable (KPF) file.
- Name your KPF file and **Save**.

## 9 Upload Kindle File to KDP

- View where *Kindle Create* saved your KPF file.
- Click on **Kindle Direct Publishing** link to begin the Kindle publishing process at the KDP site.
- Click **OK** to dismiss window.