amazonkindle

Kindle Textbook Creator User Guide

version 2.6

Revision History

Revision Number	Revision Notes
2.6	• Updated 2.7.1 Adding Plug-ins as Icons • Updated 2.9 Editing a Plug-in's Title Text, Descriptions, and Alternative Text • Updated 2.11 Deleting Plug-ins
2.5	• Updated 1.1 Import Format • Updated 1.2 Export Format • Added 1.3 Selecting Your Language • Updated 1.4.3 Properties Panel • Updated 2.7 Adding Plug-ins • Added 2.7.1 Adding Plug-ins as Icons • Added 2.7.2 Adding Plug-ins as Hyperlinks • Updated 2.8 Moving Plug-in Icons • Updated 2.9 Editing a Plug-in's Title Text, Descriptions, and Alternative Text • Updated 2.10 Replacing a Plug-in's Media File • Updated 2.11 Deleting Plug-ins
2.0	• Updated 1.1 Import Format • Added 1.3.2.1 Rulers and Guide Lines • Updated 1.3.3 Properties Panel • Updated 1.4 Keyboard Shortcuts • Added 2.3 Building Your Table of Contents (and renumbered following sections) • Added 2.7 through 2.11 (Plug-ins) • Updated 3.1 Previewing Your Book • Updated 3.3 Uploading Your Book to KDP
1.1	• Updated 1.2 Export Format • Updated 3.3 Uploading Your Book to KDP

Contents

1   Introduction

Kindle Textbook Creator is a free tool designed to help authors and educators create, preview, and publish Kindle textbooks and supplemental educational materials without having to know any HTML or CSS.

1.1   Import Format

You can add pages to your book from any PDF file. Kindle Textbook Creator accepts single-page or multi-page source files in .pdf.

You can add audio, video, and image pop-ups to your textbook as icons or as hyperlinks (see Section 2.7 Adding Plug-ins). Kindle Textbook Creator accepts the following file types:

- Video: .mp4
- Audio: .mp3
- Images: .jpg, .jpeg or .png

1.2   Export Format

Kindle Textbook Creator exports the finished book to a Kindle Package Format (.kpf) file that you can upload to Kindle Direct Publishing (KDP) to make it available to customers.

NOTE: Books created with Kindle Textbook Creator can only be uploaded to KDP; they cannot be uploaded to Amazon Vendor Central at this time.

If you want to update a Kindle book that was created with Kindle Textbook Creator on KDP, you can use **Upload Your Book File** to update that book on your KDP bookshelf. However, if you want to update a Kindle book that was not created with Kindle Textbook Creator, you must use **Create new title** to create and submit a new book on your KDP bookshelf instead.

1.3   Selecting Your Language

To display your preferred language in Kindle Textbook Creator, select **File > Set UI Language** and then choose your language from the list (see Figure 1).

Figure 1: Selecting Your Language

1.4 Kindle Textbook Creator Workspace

The following sections describe the features of the Kindle Textbook Creator workspace (see Figure 2).
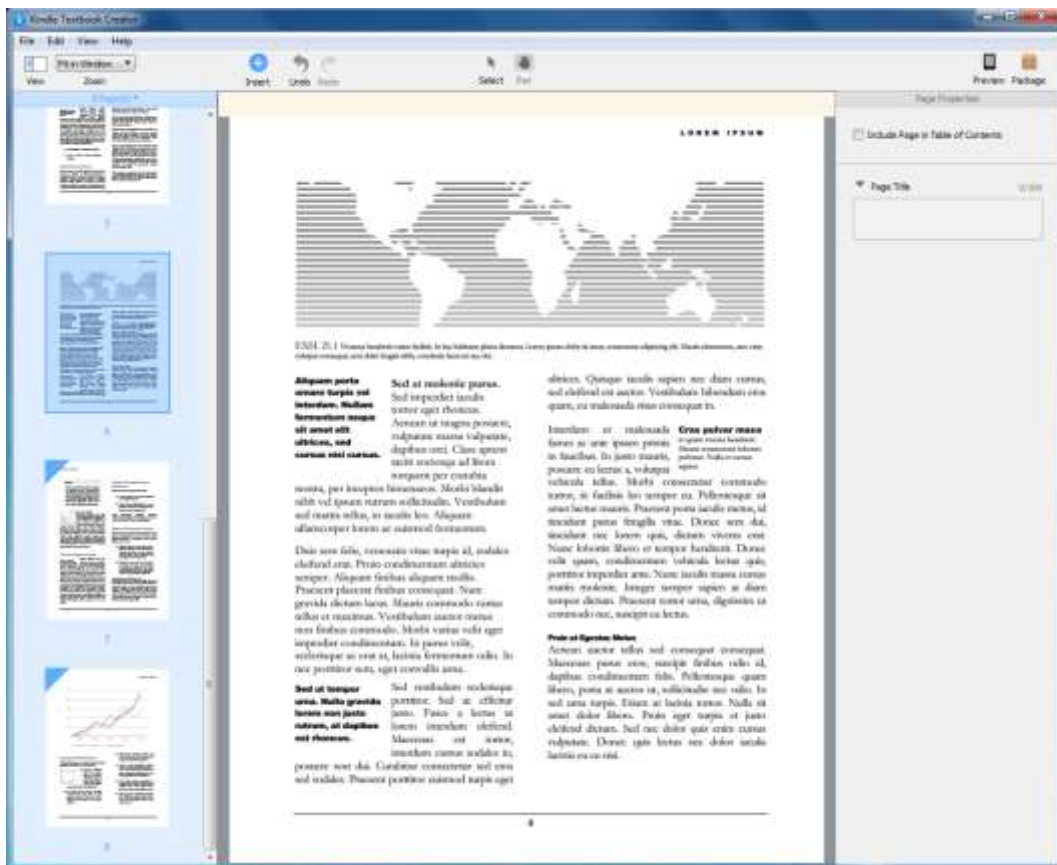

Figure 2: Kindle Textbook Creator workspace

1.4.1   Pages Panel

The **Pages Panel** displays thumbnails of every page in your textbook (see Figure 3). You can use the **Pages Panel** to add, delete, or move pages.
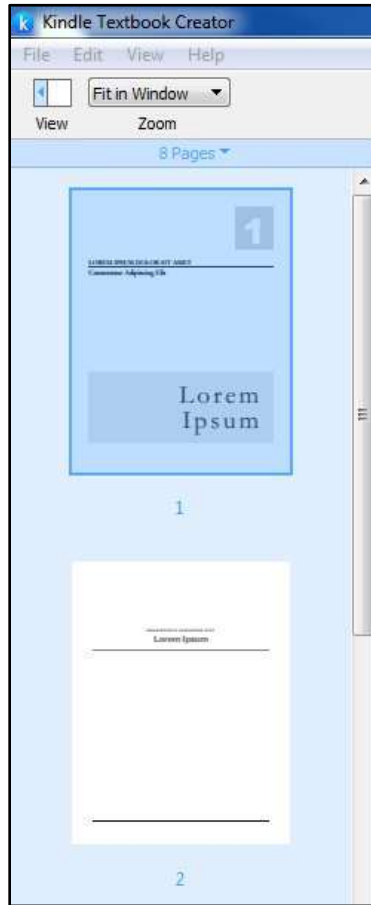

Figure 3: Pages Panel

To hide or display the **Pages Panel**, click the **View** button (see Figure 3) or select **View > Show/Hide Pages Panel**.

1.4.2   Document Window

The **Document Window** (see Figure 4) provides a detailed view of the page selected in the **Pages Panel**.

Figure 4: Document Window

To adjust the zoom of the **Document Window**, select the **Zoom** menu (see Figure 5) or select **View > Zoom In** or **View > Zoom Out**.
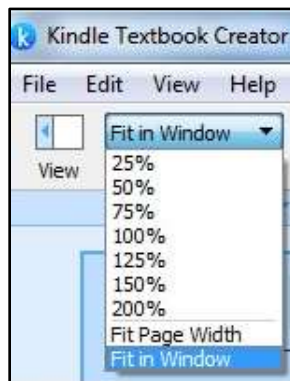

Figure 5: Zoom menu

1.4.2.1 Rulers and Guide Lines

Rulers and guide lines make it easier for you to position elements consistently throughout your book.

To hide or display rulers in the **Document Window**, select **View > Show/Hide Rulers**.

You can create vertical or horizontal guide lines by moving the cursor over the ruler, holding down the left mouse button, and dragging the cursor onto the page. The guide lines appear as yellow lines in the document window (see Figure 6).
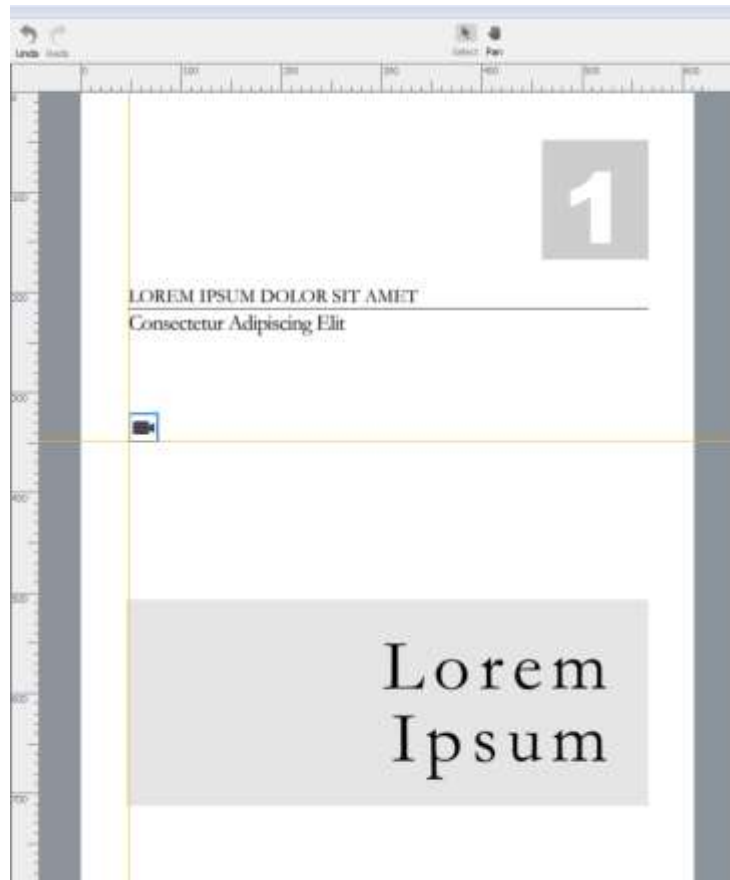

Figure 6: Rulers and ruler guides

1.4.3 Properties Panel

The **Properties Panel** displays the options for the selected element:

- When you select a page thumbnail in the **Pages Panel**, the **Properties Panel** displays options for including that page in the table of contents (see Figure 7).
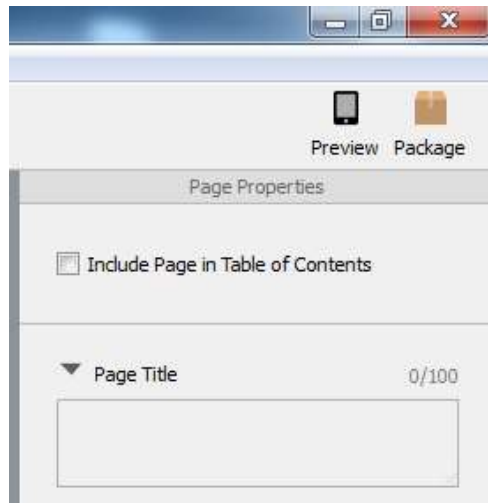
Figure 7: Properties Panel—Page selected

- When you select a plug-in icon or hyperlink in the **Document Window**, the **Properties Panel** displays options for that plug-in (see Figure 8).

Figure 8: Properties Panel—Plug-in selected

1.5   Keyboard Shortcuts

You can use the following keyboard shortcuts in Kindle Textbook Creator.

Action	Windows Shortcut	Mac Shortcut
Create New Book	CTRL + N	CMD + N
Open Book	CTRL + O	CMD + O
Close Book	CTRL + W	CMD + W
Save Book	CTRL + S	CMD + S
Save Book As	CTRL + SHIFT + S	CMD + SHIFT + S
Package for Publishing	CTRL + SHIFT + P	CMD + SHIFT + P
Undo Change	CTRL + Z	CMD + Z
Redo Change	CTRL + SHIFT + Z	CMD + SHIFT + Z
Delete Plug-in	DELETE	DELETE
Zoom In	CTRL + =	CMD + =
Zoom Out	CTRL + -	CMD + -
Fit to Window	CTRL + 0	CMD + 0
Fit Page Width	CTRL + 2	CMD + 2

1.6   Automatic Updates

When Amazon releases a new version of Kindle Textbook Creator, the application automatically downloads it for you. When Kindle Textbook Creator prompts you to install an update, Amazon recommends that you install the newest version to get all of the latest features.

2   Creating and Editing Your Textbook

2.1   Preparing Your PDF

Before you import your PDF, make sure that it includes bookmarks for each entry on the table of contents. After you upload your finished book to KDP, Amazon converts these bookmarks into an electronic table of contents that customers can use to navigate through your book.

2.2   Creating Your Textbook

To create a new Kindle textbook:

1. On the opening screen of Kindle Textbook Creator (see Figure 9), click **Create New Textbook from File**. The **Import from a PDF File** dialog box appears (see Figure 10).
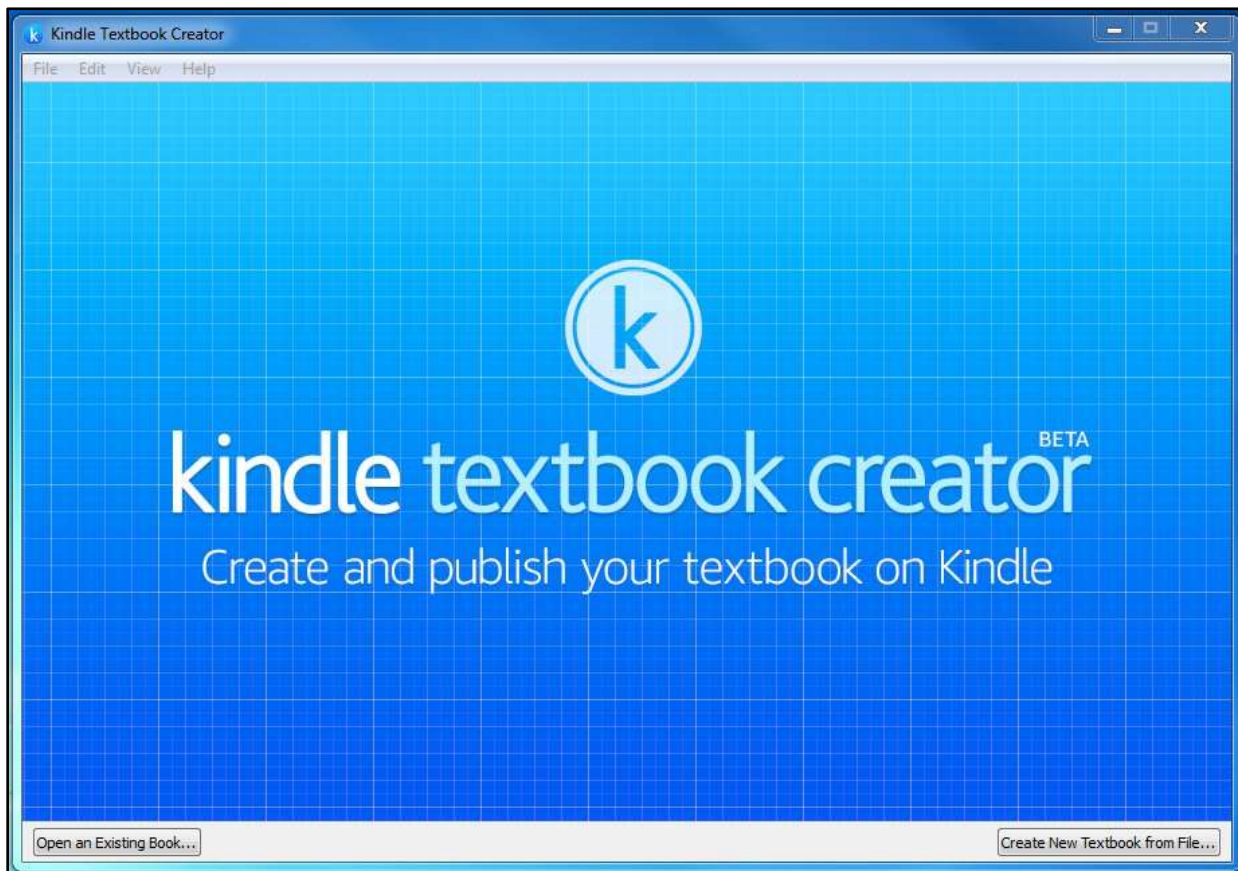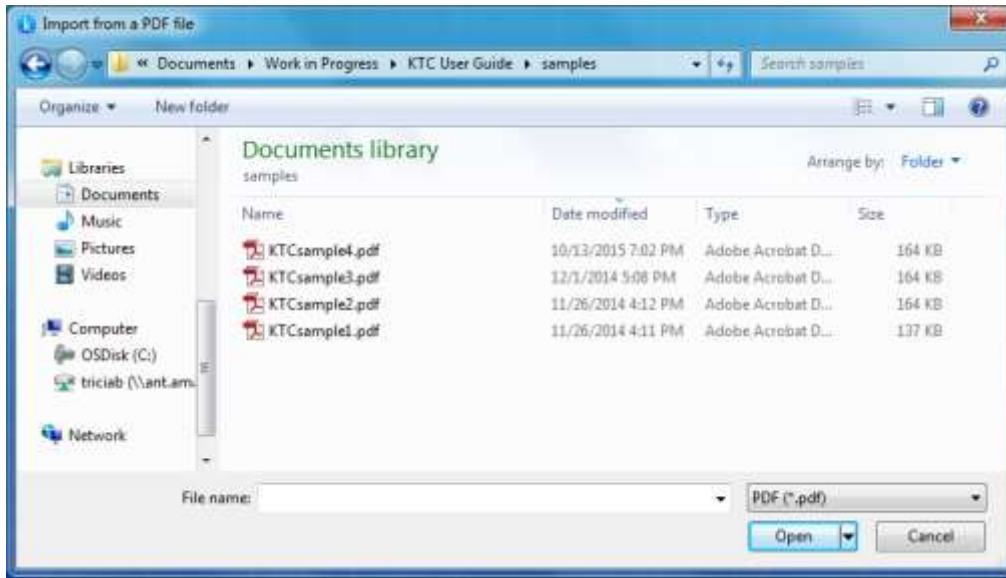

Figure 9: Opening screen

Figure 10: Import from a PDF File dialog box

2. Navigate to the PDF on your local hard drive, select the file, and click **Open**. Your PDF is imported and displayed in Kindle Textbook Creator (see Figure 11).
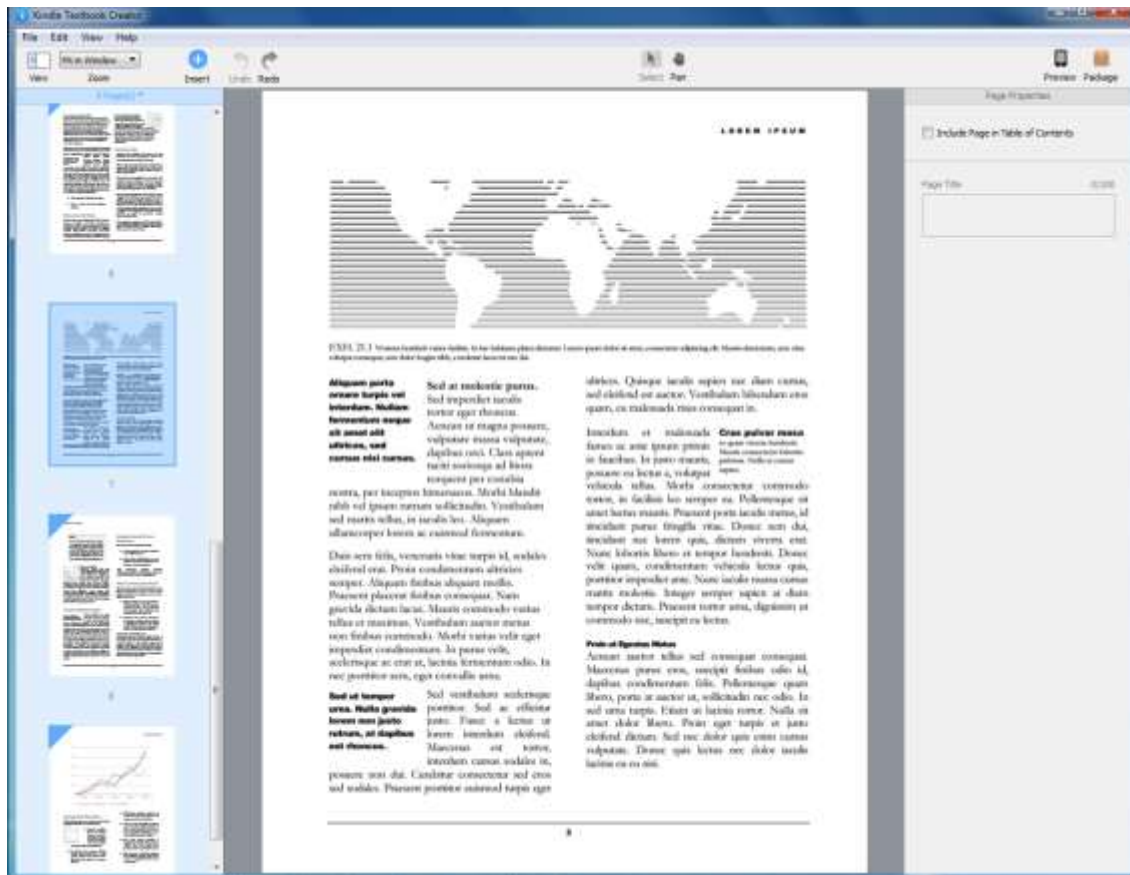

Figure 11: Imported PDF

Portfolio of Tricia Spicer Bekey (trishtales.com)

3. Select **File > Save Book** to save your imported book. The **Save** dialog box opens (see Figure 12). Navigate to the location on your computer where you want to save the file. Enter the **File name**. Click **Save**.
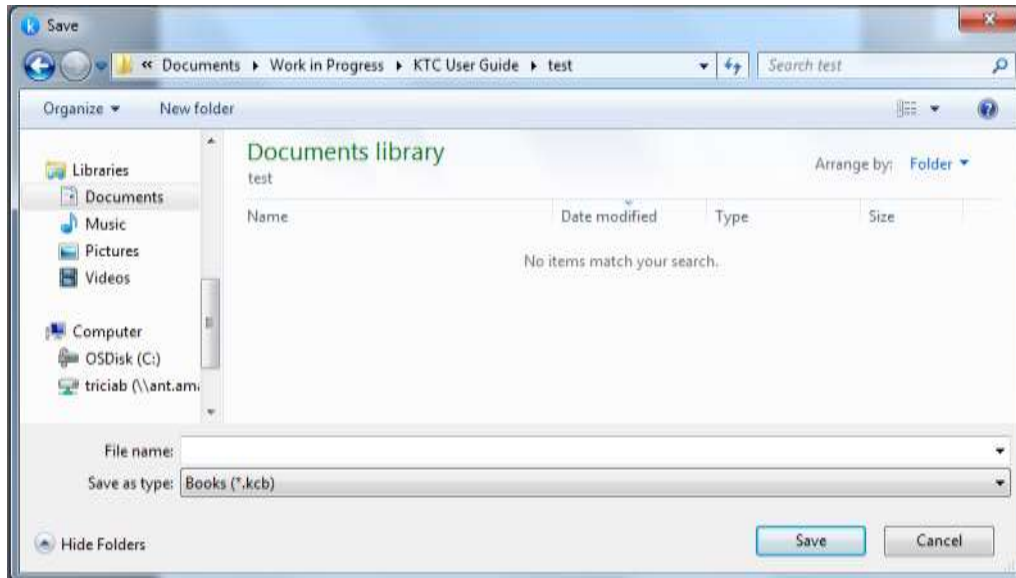

<p align="center">Figure 12: Save dialog box</p>

2.3 Building Your Table of Contents

To build the table of contents for your textbook:

1. To open your book, select **File > Open Book**. The **Open a Kindle Textbook** dialog box appears (see Figure 13). Navigate to the folder where your book is saved, select the **.kcb** file, and then click **Open**. The book is displayed and ready to edit.
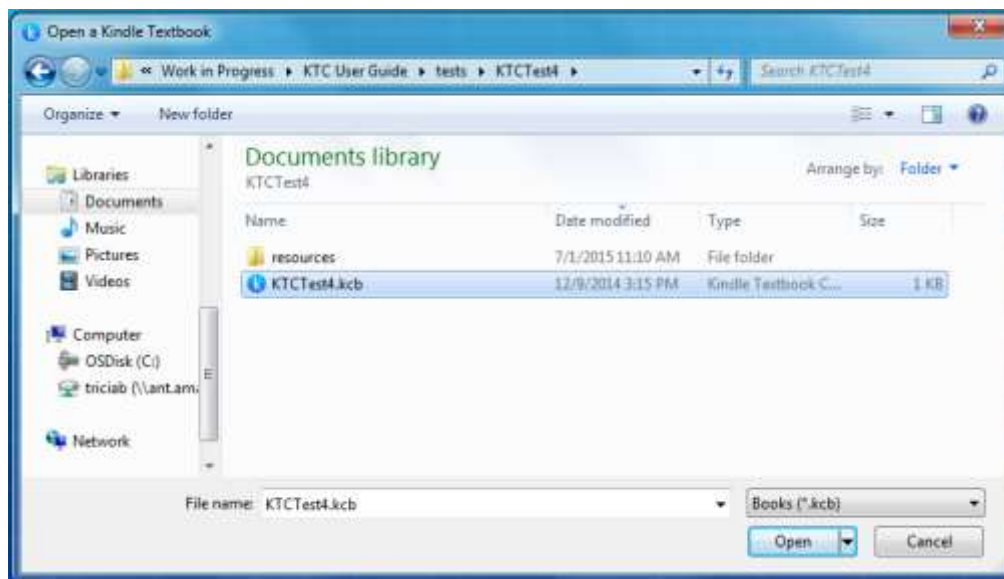

<p align="center">Figure 13: Open a Kindle Textbook dialog box</p>

2. For each page that you want listed in the table of contents, select the page in the **Pages Panel**, check the box next to **Include Page in Table of Contents**, and type the table of contents entry in the **Page Title** box (see Figure 14). In the **Pages Panel**, each page that will be included in the table of contents is marked with a blue triangle in the upper left corner (see Figure 15).
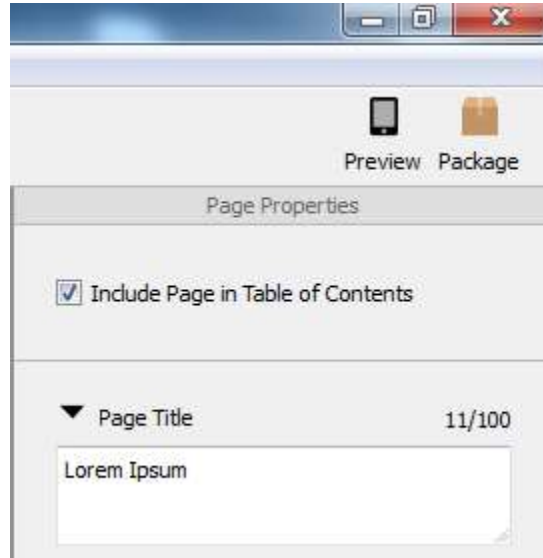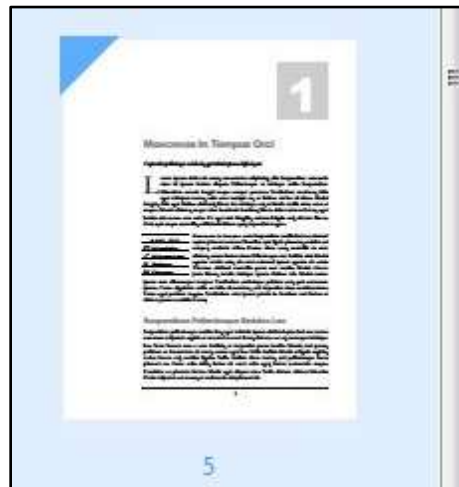

Figure 14: Table of contents example

Figure 15: Page marked for table of contents

3. To save your work, click **File > Save Book**.

2.4   Adding Pages

To add pages to your Kindle textbook:

1. To open your book, select **File > Open Book**. The **Open a Kindle Textbook** dialog box appears. Navigate to the folder where your book is saved, select the **.kcb** file, and then click **Open**. The book is displayed and ready to edit.

2. In the **Pages Panel**, right-click a thumbnail and select **Insert Page(s)** from the pop-up menu (see Figure 16). The **Import from a PDF File** dialog box appears.
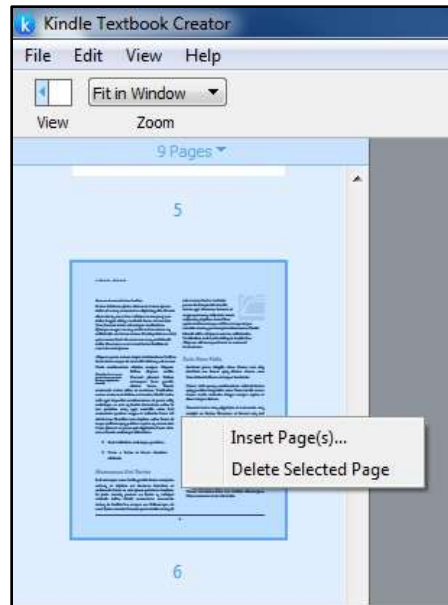
3. Navigate to the PDF on your local hard drive, select the file that contains the pages you want to add, and click **Open**. The contents of the PDF are added to your book.
4. To save your work, click **File > Save Book**.

2.5 Moving Pages

To move pages in your Kindle textbook:

1. To open your book, select **File > Open Book**. The **Open a Kindle Textbook** dialog box appears. Navigate to the folder where your book is saved, select the **.kcb** file, and then click **Open**. The book is displayed.
2. In the **Pages Panel**, drag and drop the pages in the order you prefer. To select multiple pages, use **SHIFT + click** or **CTRL + click**.
3. To save your work, click **File > Save Book**.

2.6 Deleting Pages

To delete pages from your Kindle textbook:

1. To open your book, select **File > Open Book**. The **Open a Kindle Textbook** dialog box appears. Navigate to the folder where your book is saved, select the **.kcb** file, and then click **Open**. The book is displayed and ready to edit.
2. In the **Pages Panel**, select the thumbnail of the page you want to delete. Right-click the thumbnail and select **Delete Selected Page** from the pop-up menu (see Figure 17). The page is deleted.
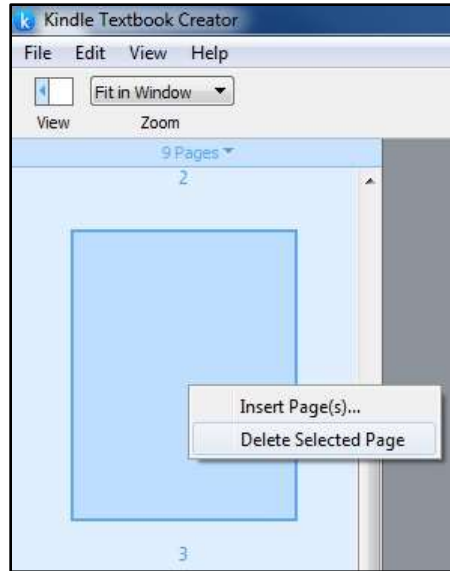
Figure 17: Delete Selected Page menu

3. To save your work, click **File > Save Book**.

2.7 Adding Plug-ins

With Kindle Textbook Creator, you can add audio, video, and image plug-ins to your textbook as icons (see Figure 18) or hyperlinks (see Figure 19).
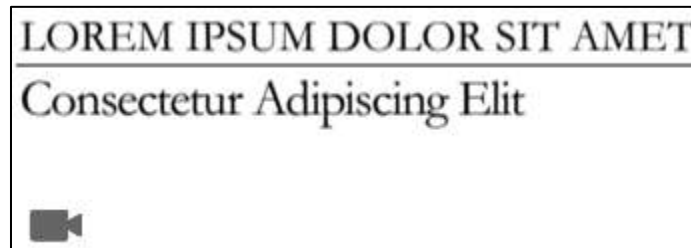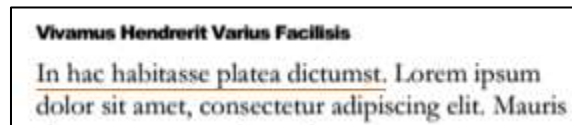

Figure 18: Video plug-in icon

Figure 19: Video plug-in hyperlink

2.7.1 Adding Plug-ins as Icons

You can add audio, video, and image plug-ins to your textbook as icons. Kindle Textbook Creator accepts the following file types:

- Video: .mp4
- Audio: .mp3

- Images: .jpg, .jpeg or .png

To add plug-in icons to your Kindle textbook:

1. To open your book, select **File > Open Book**. The **Open a Kindle Textbook** dialog box appears. Navigate to the folder where your book is saved, select the **.kcb** file, and then click **Open**. The book is displayed.
2. Select **Edit > Insert** or click the **Insert** button (see Figure 20) and then select the type of plug-in that you would like to add (image, audio, or video).
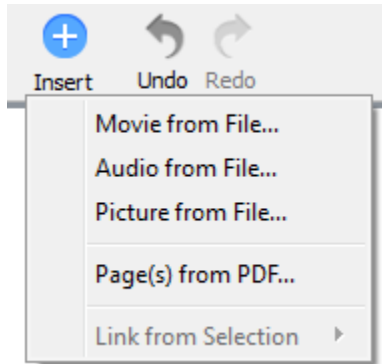

<p align="center">**Figure 20: Insert button**</p>

3. A dialog box appears asking you to select the file that you want to add (see Figure 21). Navigate to the folder where your file is saved and click **Open**. The cursor changes to show the plug-in icon attached to it. Click the location where you want to place the plug-in and the icon appears on the page (see Figure 22).
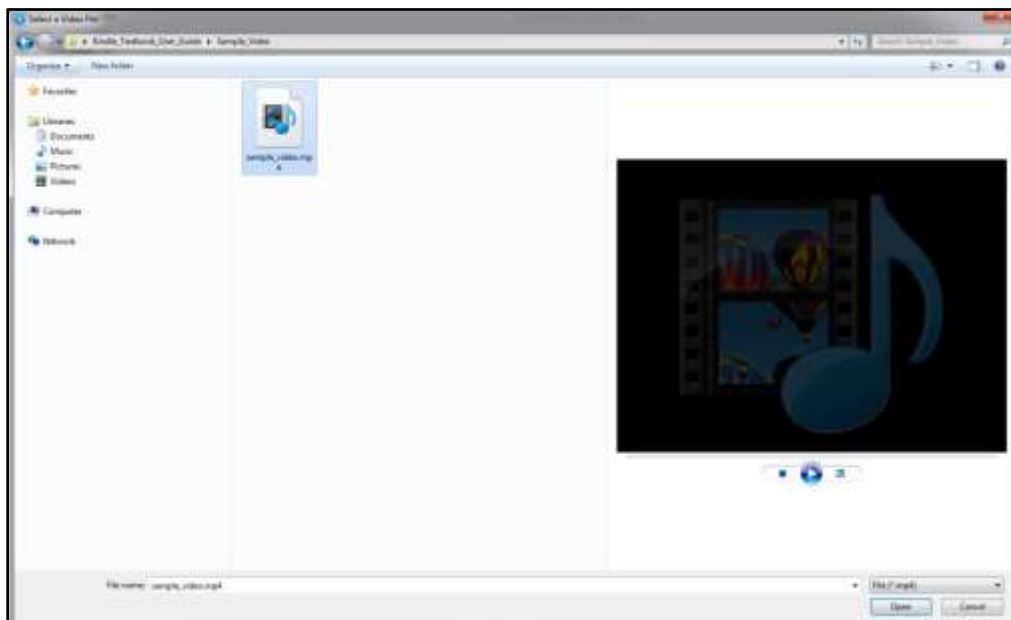

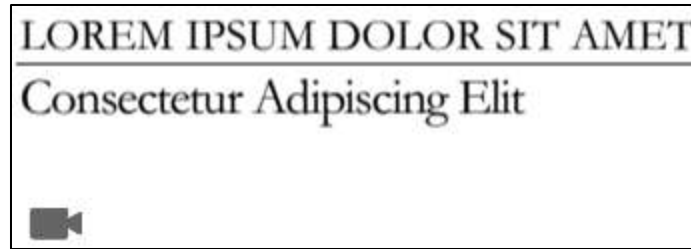<p align="center">**Figure 21: Select a Video File dialog box**</p>

Figure 22: Video plug-in icon

- If you are adding an audio plug-in, you can click the audio icon and use the options in the **Properties Panel** to customize the audio player (see Figure 23):
    o Select **Play/Pause** for an inline audio player that keeps the user on the page.
    o Select **Full Player** for a pop-up audio player.
    o By default, the appearance of the audio player is **Icon Button**. If your content has an image or text that indicates that clicking it will play audio, you can select **Invisible Button** and place the invisible tap area over that image or text.
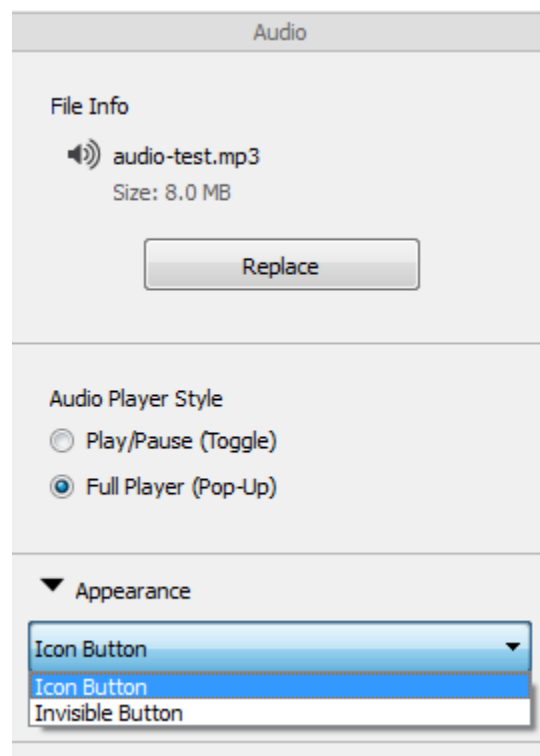

Figure 23: Properties Panel--Audio options

4. To save your work, click **File > Save Book**.

2.7.2   Adding Plug-ins as Hyperlinks

You can add audio, video, and image plug-ins to your textbook as hyperlinks. Kindle Textbook Creator accepts the following file types:

- Video: .mp4
- Audio: .mp3
- Images: .jpg, .jpeg or .png

To add plug-in hyperlinks to your Kindle textbook:

1. To open your book, select **File > Open Book**. The **Open a Kindle Textbook** dialog box appears. Navigate to the folder where your book is saved, select the **.kcb** file, and then click **Open**. The book is displayed.
2. Click the **Select** button (see Figure 24) and select the text that you want to link to the plug-in.

Figure 24: Select button

3. Click the **Insert** button (see Figure 25), select **Link from Selection**, and then select the type of plug-in that you would like to link to (image, audio, or video).
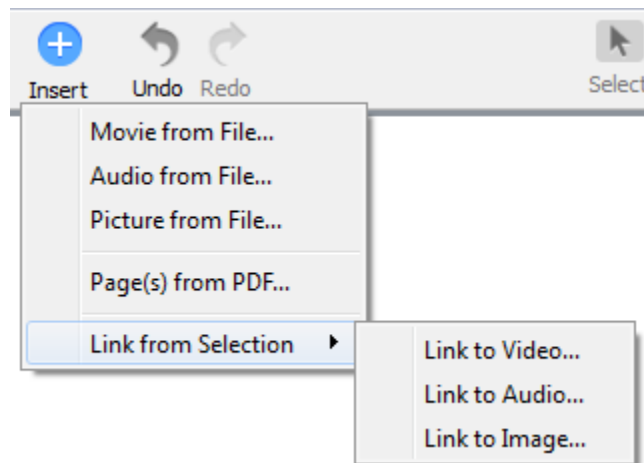

Figure 25: Insert button

4. A dialog box appears asking you to select the file that you want to add (see Figure 26). Navigate to the folder where your file is saved and click **Open**. The text that you selected is now hyperlinked to that file (see Figure 27).
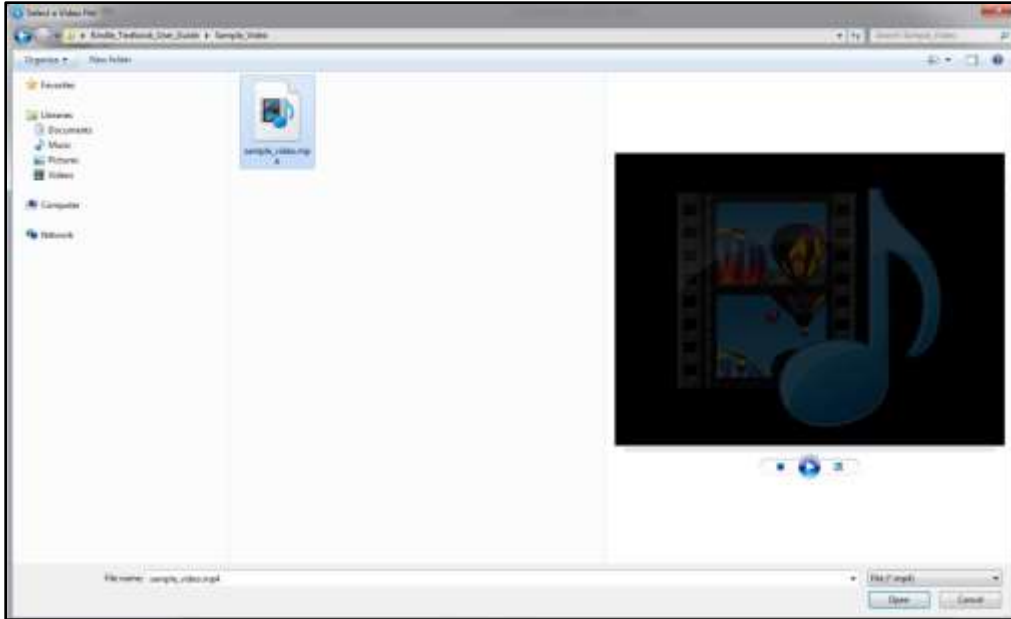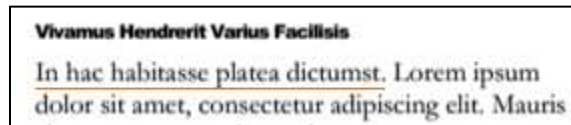
Figure 26: Select a Video File dialog box

Figure 27: Video plug-in hyperlink

5. To save your work, click **File > Save Book**.

2.8 Moving Plug-in Icons

To move plug-in icons in your Kindle textbook:

1. To open your book, select **File > Open Book**. The **Open a Kindle Textbook** dialog box appears. Navigate to the folder where your book is saved, select the **.kcb** file, and then click **Open**. The book is displayed.
2. Click the plug-in's icon to select it. A blue border appears to let you know that it is selected (see Figure 28).
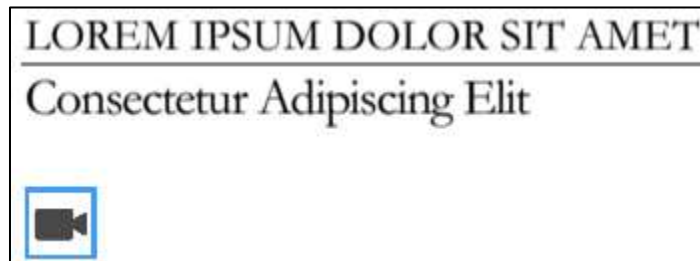

Figure 28: Video plug-in icon (when selected)

3. Once the plug-in is selected, drag and drop it to your desired location.

4. To save your work, click **File > Save Book**.

2.9 Editing a Plug-in's Title Text, Descriptions, and Alternative Text

To change a plug-in's title text, description, or alternative text:

1. To open your book, select **File > Open Book**. The **Open a Kindle Textbook** dialog box appears. Navigate to the folder where your book is saved, select the **.kcb** file, and then click **Open**. The book is displayed.
2. Click the plug-in's icon or hyperlink to select it. If you have selected an icon, a blue border appears. If you have selected a hyperlink, an orange border appears.
3. Once the plug-in is selected, the **Properties Panel** displays the plug-in's **Title**, **Short Description**, and **Alternative Text** (see Figure 29). Edit these fields as needed.
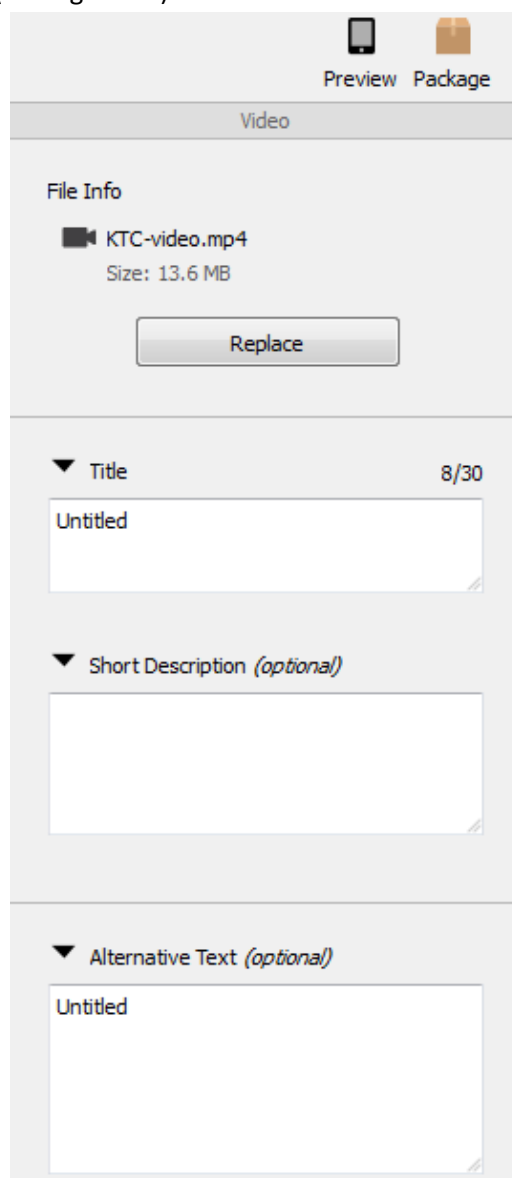

Figure 29: Editing options in the Properties Panel

4. To save your work, click **File > Save Book**.

2.10 Replacing a Plug-in's Media File

To replace a plug-in's media file:

1. To open your book, select **File > Open Book**. The **Open a Kindle Textbook** dialog box appears. Navigate to the folder where your book is saved, select the **.kcb** file, and then click **Open**. The book is displayed.
2. Click the plug-in's icon or hyperlink to select it. If you have selected an icon, a blue border appears. If you have selected a hyperlink, an orange border appears.
3. Once the plug-in is selected, the **Properties Panel** on the right side of the screen displays the plug-in's properties (see Figure 29). Click the **Replace** button.
4. A dialog box appears asking you to select the file that you want to add. Navigate to the folder where your file is saved and click **Open**. The plug-in icon appears on the page.
5. To save your work, click **File > Save Book**.

2.11 Deleting Plug-ins

To delete plug-ins from your Kindle textbook:

1. To open your book, select **File > Open Book**. The **Open a Kindle Textbook** dialog box appears. Navigate to the folder where your book is saved, select the **.kcb** file, and then click **Open**. The book is displayed.
2. Click the plug-in's icon or hyperlink to select it. (To select multiple plug-ins, SHIFT + click on each plug-in.) If you have selected an icon, a blue border appears. If you have selected a hyperlink, an orange border appears.
3. To remove the plug-in(s), select **Edit > Delete** or right-click the icon and select **Delete**.
4. To save your work, click **File > Save Book**.

3 Publishing Your Textbook

3.1 Previewing Your Book

When you have finished making changes to your book, Amazon recommends that you preview it to see how it will look on Kindle devices.

To preview your book:

1. Select the **Preview** button at the top-right of the screen. The **Previewer** and **Inspector** windows are displayed (see Figure 30).
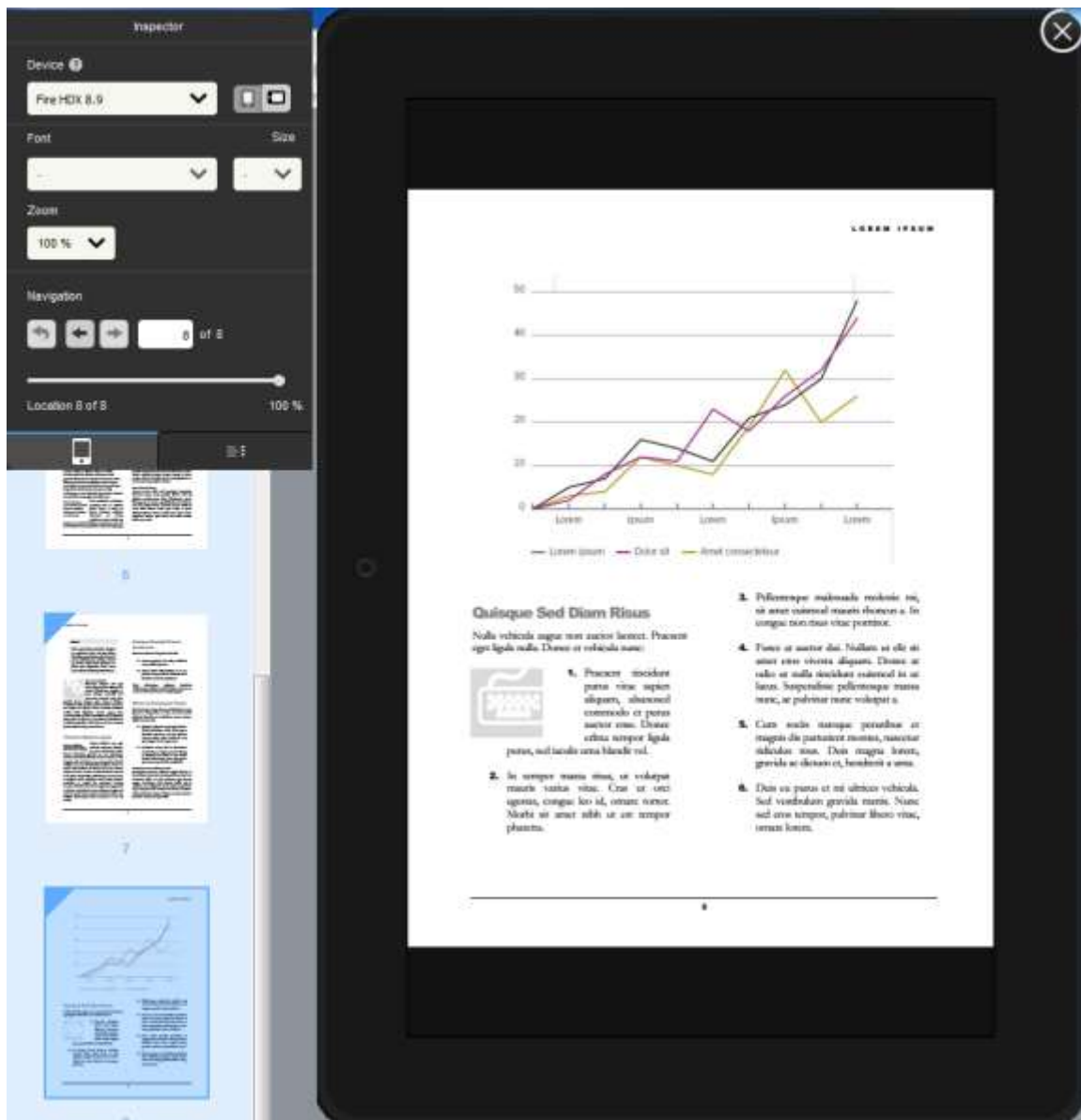

Figure 30: Previewer and Inspector windows

2. Page through your book and review it. In the **Inspector** window, you can:
   - Use the **Device** tab to change the orientation, zoom level, and/or device. You can also navigate through the pages of your book.
   - Use the **TOC** tab to view and/or navigate your textbook's table of contents file.
3. When you have finished previewing your book, click the **Close** button in the upper-right corner of the **Previewer** window.

3.2 Exporting Your Book

After you have previewed your book (see Section 3.1) and confirmed that you are satisfied with the quality, the next step is to export it.

To export your book:

1. Click **File > Package for Publishing**. The **Package Book** dialog box appears (see Figure 31).
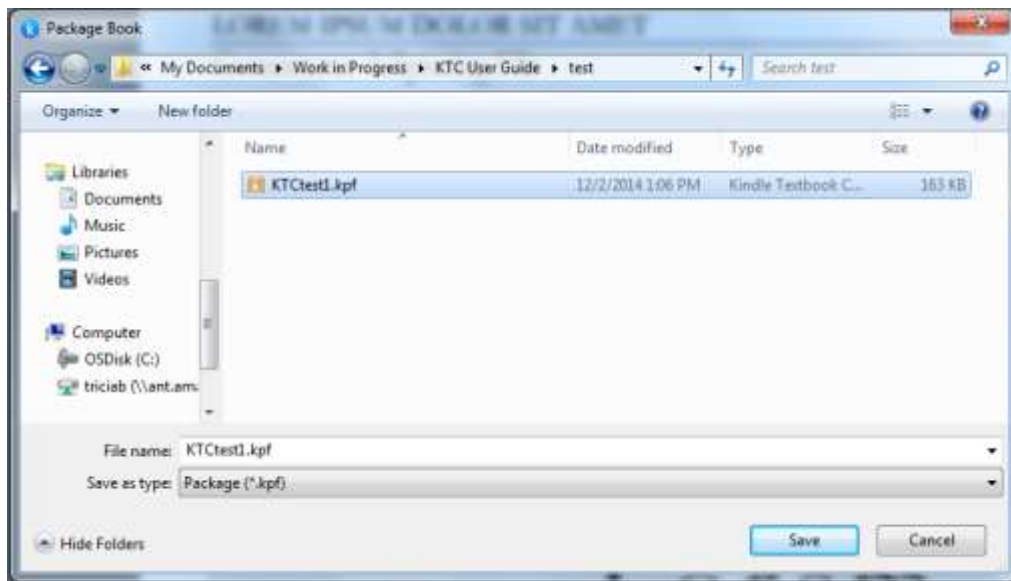

<p align="center">Figure 31: Package Book dialog box</p>

2. Navigate to the location on your hard drive where you want to save your book and then click **Save**. A confirmation message is displayed. Click **OK**. Your book is saved as a .kpf file that you can upload to KDP.

3.3 Uploading Your Book to KDP

After your book is previewed (see Section 3.1) and exported (see Section 3.2), you are ready to upload it to KDP and make it available to Kindle customers.

NOTE: Books created with Kindle Textbook Creator can only be uploaded to KDP; they cannot be uploaded to Amazon Vendor Central at this time.

If you want to update a Kindle book that was created with Kindle Textbook Creator on KDP, you can use **Upload Your Book File** to update that book on your KDP bookshelf. However, if you want to update a Kindle book that was not created with Kindle Textbook Creator, you must use **Add new title** to create and submit a new book on your KDP bookshelf instead.

To upload your book:

1. Visit the KDP website at https://kdp.amazon.com/ or select **Help > Visit the Kindle Direct Publishing Website**. The KDP website opens in a browser window (see Figure 32).
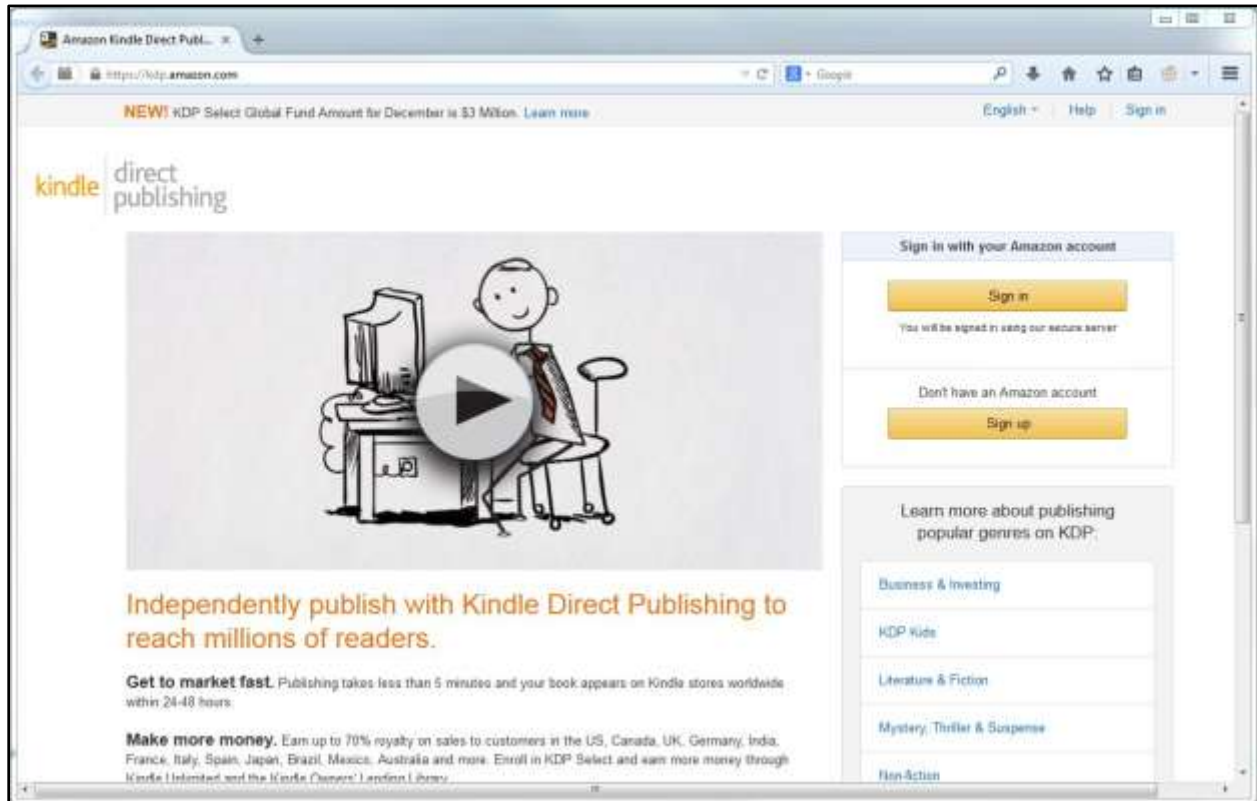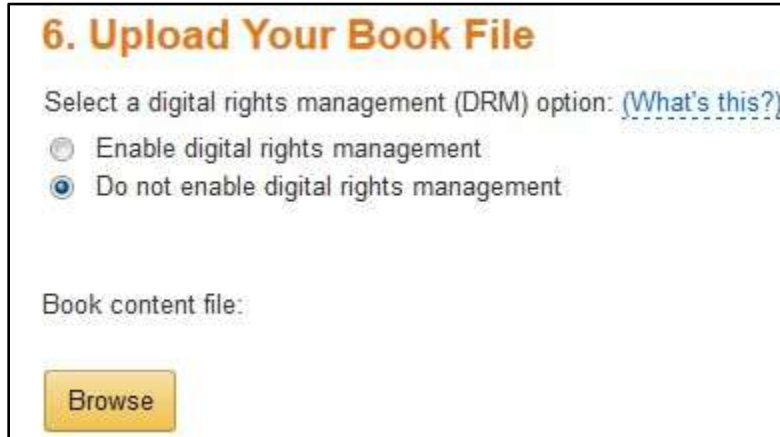

Figure 32: KDP website

2. To sign in to the KDP website:
   - If you have an Amazon account, click the **Sign in** button to go to the **Sign in** page. Enter your **email address** and **password**, and then click the **Sign in using our secure server** button.
   - If you do not have an Amazon account, click the **Sign up** button to go to the **Sign in** page. Enter your **email address,** select the **I am a new customer** button, and then click the **Sign in using our secure server** button. On the **Registration** page, enter your **name**, **email address**, and **password**, and then click the **Create account** button.
3. The **KDP Bookshelf** page is displayed in your browser. Click the **Create new title** button. The **Your book** page is displayed.

4. Enter the information about your book in the fields on this page. All fields are required unless they are marked **(optional)**.
5. Under **Upload Your Book File,** click the **Browse** button (see Figure 33). The **Open** dialog box is displayed.

Figure 33: Browse button

6. Navigate to the location where you saved your **.kpf** file, select the file, and then click **Open**. You will get a message that the book is processing.
7. When your book is successfully uploaded to KDP, the **Preview book** button is displayed (see Figure 34). Click the **Preview book** button and page through the book to confirm that you are satisfied with the conversion.

Figure 34: Preview book button

8. When you have finished previewing your book, click the **Book Details** button in the upper-left corner (see Figure 35) to return to the previous page.

Figure 35: Book Details button

9. When you have completed all of the fields on the **Your book** page, click the **Save and Continue** button. The **Rights & Pricing** page is displayed.

10. Answer the questions on the **Rights & Pricing** page. At the bottom of the page, read the terms and conditions, click the box to acknowledge, and then click the **Save and Publish** button. If you need to complete any further steps to publish your book, such as providing account information, the KDP website will prompt you. Otherwise, a success message is displayed.