

# kdp jumpstart

## How to format your paperback

Version 1.0\*

(\*Please make sure you are using the latest version of this document)

To help you format your paperback, we've created templates in Microsoft Word into which you can insert your content. For the best results, follow the steps below.

### Step 1: Choose a template

*I am done!*

Choose a template below (blank or with sample content) and find your trim size.

- **Blank templates.** These templates have the page size and margins already set. You'll need to add and format the rest of your content. If you prefer to use the blank templates, see our [basic](#) guide for help.
- **Templates with sample content.** These templates include formatted front matter (e.g., title page, table of contents) and chapters with placeholder text.

Blank templates	Templates with sample content
<a href="#">5" x 8" (12.7 x 20.32 cm)</a>	<a href="#">5" x 8" (12.7 x 20.32 cm)</a>
<a href="#">5.06" x 7.81" (12.85 x 19.84 cm)</a>	<a href="#">5.06" x 7.81" (12.85 x 19.84 cm)</a>
<a href="#">5.25" x 8" (13.34 x 20.32 cm)</a>	<a href="#">5.25" x 8" (13.34 x 20.32 cm)</a>
<a href="#">5.5" x 8.5" (13.97 x 21.59 cm)</a>	<a href="#">5.5" x 8.5" (13.97 x 21.59 cm)</a>
<a href="#">6" x 9" (15.24 x 22.86 cm)</a>	<a href="#">6" x 9" (15.24 x 22.86 cm)</a>
<a href="#">6.14" x 9.21" (15.6 x 23.39 cm)</a>	<a href="#">6.14" x 9.21" (15.6 x 23.39 cm)</a>
<a href="#">6.69" x 9.61" (16.99 x 24.4 cm)</a>	<a href="#">6.69" x 9.61" (16.99 x 24.4 cm)</a>
<a href="#">7" x 10" (17.78 x 25.4 cm)</a>	<a href="#">7" x 10" (17.78 x 25.4 cm)</a>
<a href="#">7.44" x 9.69" (18.9 x 24.61 cm)</a>	<a href="#">7.44" x 9.69" (18.9 x 24.61 cm)</a>
<a href="#">7.5" x 9.25" (19.05 x 23.5 cm)</a>	<a href="#">7.5" x 9.25" (19.05 x 23.5 cm)</a>
<a href="#">8" x 10" (20.32 x 25.4 cm)</a>	<a href="#">8" x 10" (20.32 x 25.4 cm)</a>
<a href="#">8.5" x 11" (21.59 x 27.94 cm)</a>	<a href="#">8.5" x 11" (21.59 x 27.94 cm)</a>
<a href="#">8.25" x 6" (20.96 x 15.24 cm)</a>	<a href="#">8.25" x 6" (20.96 x 15.24 cm)</a>
<a href="#">8.25" x 8.25" (20.96 x 20.96 cm)</a>	<a href="#">8.25" x 8.25" (20.96 x 20.96 cm)</a>
<a href="#">8.27" x 11.69" (21 x 29.7 cm)</a>	<a href="#">8.27" x 11.69" (21 x 29.7 cm)</a>
<a href="#">8.5" x 8.5" (21.59 x 21.59 cm)</a>	<a href="#">8.5" x 8.5" (21.59 x 21.59 cm)</a>

- **Trim size with bleed.** If your manuscript contain images or graphics that "bleed" to the edge of the page, you'll need to increase the trim size. Add 0.125" (3 mm) to the width and 0.25" (6 mm) to the height. For example, if your trim size is 6" x 9" (15.24 x 22.86 cm), set the page size to 6.125" x 9.25" (15.54 x 23.46 cm).

Trim size without bleed	Trim size with bleed
5" x 8" (12.7 x 20.32 cm)	5.125" x 8.25" (13 x 20.92 cm)
5.06" x 7.91" (12.85 x 19.84 cm)	5.185" x 8.16" (13.15 x 20.44 cm)
5.25" x 8" (13.34 x 20.32 cm)	5.375" x 8.25" (13.64 x 20.92 cm)
5.5" x 8.5" (13.97 x 21.59 cm)	5.626" x 8.75" (14.27 x 22.19 cm)
6" x 9" (15.24 x 22.86 cm)	6.125" x 9.25" (15.54 x 23.46 cm)
6.14" x 9.21" (15.6 x 23.39 cm)	6.265" x 9.46" (15.9 x 23.99 cm)
6.69" x 9.61" (16.99 x 24.4 cm)	6.815" x 9.86" (17.29 x 25 cm)
7" x 10" (17.78 x 25.4 cm)	7.125" x 10.25" (18.08 x 26 cm)
7.44" x 9.69" (18.9 x 24.61 cm)	7.565" x 9.94" (19.2 x 25.21 cm)
7.5" x 9.25" (19.05 x 23.5 cm)	7.625" x 9.5" (19.35 x 24.1 cm)
8" x 10" (20.32 x 25.4 cm)	8.125" x 10.25" (20.52 x 26 cm)
8.5" x 11" (21.59 x 27.94 cm)	8.625" x 11.25" (21.89 x 28.54 cm)
8.25" x 6" (20.96 x 15.24 cm)	8.375" x 6.25" (21.26 x 15.84 cm)
8.25" x 8.25" (20.96 x 20.96 cm)	8.375" x 8.5" (21.26 x 21.56 cm)
8.27" x 11.69" (21 x 29.7 cm)	8.395" x 11.94" (21.3 x 30.3 cm)
8.5" x 8.5" (21.59 x 21.59 cm)	8.625" x 8.75" (21.89 x 22.19 cm)

To change the page size:

1. In the "Page Setup" section of the **Layout** tab, click **Size**.
2. Select **More Paper Sizes**. This will open a dialog box.
3. Enter your book's trim size, including bleed, into the "Width" and "Height" fields.
4. In the "Preview" section, select **Whole document** from the "Apply to" dropdown menu.
5. Click **OK**. This will resize your pages and change your page count.

## Step 2: Customize front matter

Tips for formatting your front matter:

I am done!

- **Copy and paste.** If you copy content from another document and paste it into the template, the formatting may transfer and need to be corrected.
- **ISBN.** Add an International Standard Book Number (ISBN) to your copyright page (it's not required). If you do add it, make sure it matches the number assigned to your book. Format it like this: 978-X-XXXX-XXXX-X.

- **Placeholder text.** Before you start customizing the chapter pages, check that there's no placeholder text left in your front matter. If you don't want to keep a front matter section, you'll need to delete the placeholder text and the section itself. Here's how:
  1. Go to the Home tab in Word.
  2. In the "Paragraph" section, turn on the Show/Hide button (¶). This will help you see where section breaks begin.
  3. Highlight the placeholder text in the section you want to remove.
  4. Hit the Delete key.
  5. Place your cursor in front of the Section Break marker.
  6. Hit the Delete key.

### Step 3: Customize chapter pages

*I am done!*

- **Add/delete chapters.** Update the template to include the numbers of chapters you want:

#### Adding chapters

1. Highlight and copy the last chapter.
2. Put your cursor at the end of the last chapter.
3. Hit the Enter key.
4. Paste the copied text.
5. Put your cursor at end of the second to last chapter.
6. Go to the Insert tab.
7. In the "Pages" section, click Page Break.
8. Hit the Enter key to insert space above the last chapter title. Not sure how much space to insert? See the other chapters to compare.

#### Deleting chapters

1. Highlight the chapter you want to delete and hit the Backspace key.

- **Customize headers** - To replace the placeholder text for the book title (odd pages) and author name (even pages) with your information:
  1. Double-click on the header.
  2. Highlight the placeholder text and hit the Delete key.
  3. Add your information, including additional formatting (e.g., font). Make sure the title and author name match exactly what you enter during title setup.
  4. Double-click on the chapter text to leave the header.
- **Copy and paste.** Again, if you copy content from another document and paste it into the template, the formatting may transfer and need to be corrected.
- **Placeholder text.** Check that there's no placeholder text left. If there is, customize or remove it.

- **"About the Author."** At the end of the template, there's a formatted page for your author biography. If you want to keep it, customize it; if not, remove it.

#### Step 4: Add page numbers to table of contents

*I am done!*

Find the page numbers on which each chapter begins. Then add them to the table of contents page.

#### Step 5: Prepublication checklist

*I am done!*

- **Customize or remove all placeholders.** Check one last time for remaining placeholder text. When you upload your book, it goes through our review process and may be rejected if it contains placeholder text.
- **Book details.** Check your title page and headers to see if your information matches. The information in your file (e.g., book title, author name) **MUST** match the book details you entered during title setup.
- **Images.** If you want to add images to your book, they should be high resolution. High-resolution images have at least 300 (DPI). Learn more about creating high-resolution images.
- **Legibility.** Text should be at least 7-point font and not be cut off or overlapped by other elements. Also, make sure the text doesn't blend into the background. This may happen if the text and background colors are too similar.
- **Save as PDF.** For the best results, save your formatted manuscript as a PDF. Make sure to embed the fonts.
- **Order a proof copy.** You may want to preview your paperback before making it available to customers.