
Amazon Digital Text Platform

Quick Start Guide

Introduction

This step-by-step guide will show you how to go from start to finish publishing material with Amazon DTP. If you need additional help, visit the DTP Support Forums at <http://forums.digitaltextplatform.com>.

Account Setup

The first thing you need is a DTP account. If you're an Amazon.com login already, simply use that. If you've never used Amazon before, create a free DTP account at <http://www.digitaltextplatform.com>. To make sure you get paid when customers buy your content, you have to configure your account details in the 'My Account' tab on the DTP Dashboard once you're logged in.

Your Content

Here's how you can publish your content. We will go through publishing a book right now to illustrate the process.

After logging on to DTP, go to [My Shelf](#)



Then click the [Add New Item](#) button.



A box will pop open that allows you to enter your publication details. Since you just started the process, the four steps will be marked as incomplete (✘). To change the steps from incomplete to complete, enter the relevant information next to every step below, which will prompt the incomplete marks to turn into green check marks (✔).



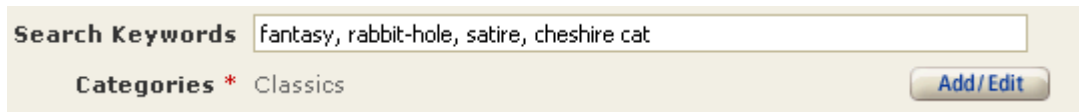
To make it easier to find your publication, you may want to enter a lot more information about it. The more information you enter about your title, the more likely it is that customers will find it by searching for keywords or subjects.

A screenshot of the '1 Enter Product Details' form. The 'Title' field contains 'Alice's Adventures in Wonderland'. The 'Description' field contains 'Lewis Carroll wrote this fantasy tale of a young girl discovering a magical land populated by talking rabbits and other anthropomorphic figures.' The 'Authors' field contains 'Lewis Carroll (Author)' with an 'Add/Edit' button. The 'Publisher' and 'ISBN' fields are empty. The 'Language' dropdown is set to 'English' and the 'Pub Date' field is empty.

The required fields are Title, Author, Language, Categories and DRM. The first thing we do is to enter the title of our publication. We are using a title that is in the public domain for the purposes of this example – remember that you can only publish materials for which you own the electronic publishing

rights. Clicking on [Add/Edit](#) next to [Authors](#) will make a new box pop up for you to enter that information. Next, select the language of the publication from the [Language](#) drop-down menu.

Entering your book into a category makes it easier to discover for readers interested in a particular genre. Clicking on [Add/Edit](#) next to [Categories](#) will make a new box pop up for you to enter that information. Similarly, you may want to enter keywords that will make your publication easy to find.



Search Keywords

Categories * [Add/Edit](#)

If you have more information about your publication, you can enter it into the other text boxes, for instance if it's an installment in a series, or a certain edition:

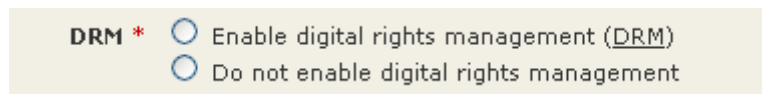


Edition Number

Series Title

Series Volume

Next, you must configure Digital Rights Management (DRM) for your publication. You may choose, on a per title basis, to have us apply DRM technology which is intended to inhibit unauthorized access to or copying of digital content files for titles. Once your title is published, this setting cannot be changed:



DRM * Enable digital rights management ([DRM](#))
 Do not enable digital rights management

We also recommend adding a cover image for your publication by clicking [Upload Image](#) (remember that you can only upload cover images for which you own the electronic rights).



Product Image

[Upload image](#)

Once you've entered this information, you need to click the [Save Entries](#) button to make sure DTP retains all the information you've given it:



[Save entries](#)

Then, progress to the next stage by clicking on Confirm Content Rights.



Here you are required to enter the territories in which you hold electronic publishing rights for your publication. If you are certain you have all rights necessary to make this title available worldwide, select Worldwide rights – all territories under section A.



Select Individual territories if your electronic publishing rights for this publication extend only to some territories. This is especially important to consider if you are uploading content that is in the public domain in your country, as the period of copyright protection varies between countries.

After selecting Individual territories, a list of territories will appear. Put a check by all territories in which you are certain you hold the necessary rights. This will restrict sales of your publication to these territories.

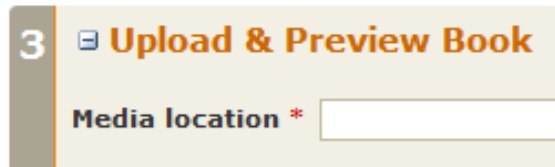


In section B of the [Confirm Content Rights](#) stage, you must check the box to confirm you have the right to upload your publication in the selected territories.

*** B. I confirm that I have all rights necessary to make the content available for marketing, distribution and sale:**

I confirm that I have the right to upload this content

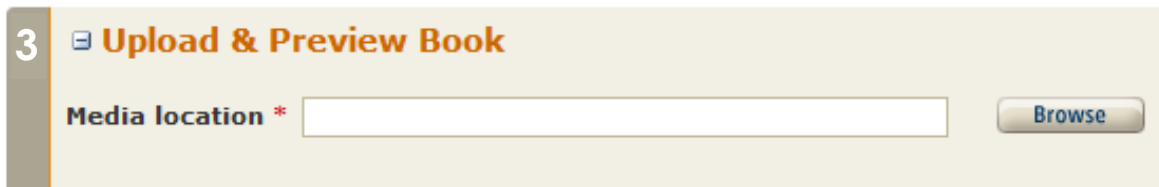
When you're done entering the content rights for your publication, make sure to select [Save Entries](#) again and progress to the next stage by clicking on [Upload & Preview Book](#).



3 **Upload & Preview Book**

Media location *

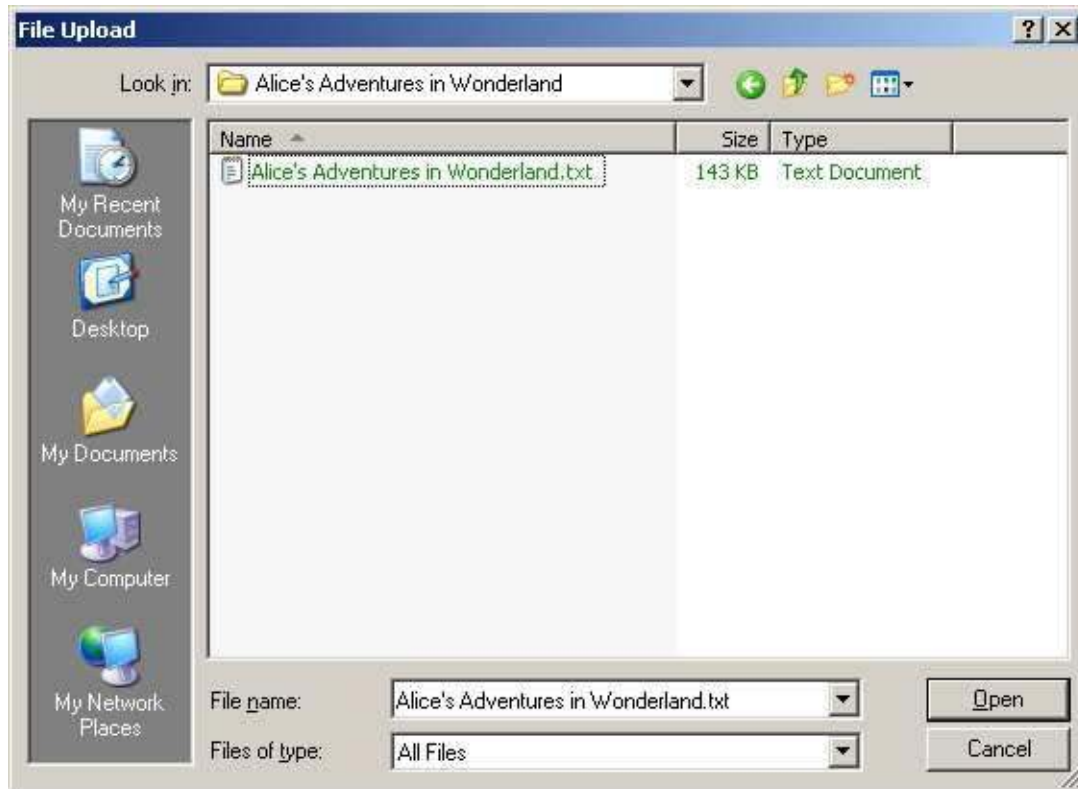
Select [Browse](#) to open a dialog box to locate the file that you want to upload.



3 **Upload & Preview Book**

Media location * [Browse](#)

The file can be in one of many different formats, such as HTML, plain text (.txt) and Microsoft Word (.doc, but not .docx). We strongly suggest you upload your content in HTML format, which has the best conversion results. Select the document that holds the text of your publication.



Then click the Upload button.



Depending on how large and complex your document is, uploading the file may take a little while to upload and convert to be readable by the Kindle.



Once the file has been successfully uploaded to Amazon DTP, the display will automatically change.



After the automated conversion is successful, Amazon DTP will confirm and prompt you to do additional editing of the final document. This is an optional step, but it will definitely help modify your publication to add any desired formatting or to correct formatting that wasn't converted properly during upload.

We strongly encourage you to use the Preview button to see what your content will look like on the Kindle. After previewing your content, you need to download, modify, and re-upload your content if there are formatting or content issues and you're not fully satisfied with how it displays. Check the DTP Forums for more information on formatting downloaded and converted content.



After uploading and converting your publication, click on Enter Price.



This step will ask what you want to set as the suggested retail price (the 'List Price') for your publication. As the publisher, you will receive payment for your publication as defined in the Amazon DTP Terms and Conditions.

Don't forget to click on Save Entries once you've set a price and selected a store.



After completing all of the steps above, the progress indicator with that publication's details will transform to show green check marks (✓) next to every step where the red incomplete marks (x) used to be.



You can also tell if your publication is ready because 'Draft' will turn into 'Ready' in the status column. Here our book is in 'Draft' status because we haven't completed the Author information, which is a mandatory field.

| Title | Author | Publication Date | Status |
|----------------------------------|--------|------------------|--------|
| Alice's Adventures in Wonderland | | | Draft |

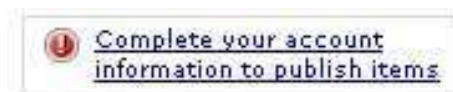
The status of that publication will change after entering author data, as seen below.

| Title | Author | Publication Date | Status |
|----------------------------------|------------------------|------------------|--------|
| Alice's Adventures in Wonderland | Lewis Carroll (Author) | | Ready |

If your publication is good to go, click the [Publish](#) button to the right of the progress indicator bar. Once you've clicked [Publish](#), your content will appear in the Kindle Store approximately 24-72 hours later, to allow for creating an index and proper entry in the global Amazon catalog.

Please note that Amazon DTP will indicate that your content has been published after it has been processed by DTP, but it may take an additional few days for the Amazon catalog to be updated. This means that content that seems to be published in DTP is not actually fully in the catalog yet and certain parts are missing, such as the full item description. At most it should take a week for all parts of your DTP content to be on-site.

Remember that you need to finalize your account information in order to sell content and get paid. You can easily tell if you haven't entered your account data yet, as a link underneath the dashboard will remind you to do so.



If you try to [Publish](#) without having done so, Amazon DTP will prompt you to enter that data.



You can find more information about taxes, invoices and reports of transactions and settlements in the DTP Forums and Knowledgebase.