

How I Spent My Summer Vacation - (Updated 8/24/2013)

By Linda Bonney Olin

This isn't really about my summer vacation. But I spent an equivalent amount of time learning how to format my song book for Kindle and publishing it on Amazon.com. Was it worth it? For me, yes!

E-Book Publishing: What?

Electronic books, called e-books, are digital documents that are displayed on the screens of electronic devices, not printed with ink on the paper pages of traditional books. They are purchased and downloaded via Internet connection, from vendors including Amazon.com, BarnesandNoble.com, and the Apple i-Store. E-books encompass virtually all categories of fiction and nonfiction books; collections of stories, devotions, puzzles, or poems, etc.

E-Book Publishing: Why?

My personal answer to this question came on a late October morning when I asked, "What do you have for me today, Lord?" I expected my marching orders to be, "Keep working on your novel." But, no. My writing assignment for that day (and the next several months, as it turned out) was to create a Kindle version of my song collection, *Songs for the Lord*. My first thought was, "I don't know anything about Kindles!" My second thought was, "I didn't know anything about songwriting, either. The Holy Spirit made *that* happen, didn't he?" So I hopped out of bed and hit the computer for information about e-book publishing.

Self-publishing an e-book is a great option for the writers of pieces that are too short or too specialized to attract a traditional publisher. Anyone in the world who has Internet access and an interest in your topic could conceivably find and buy your e-book. No longer do you have to wait forever and a day for your manuscripts to move through the gauntlet of gate-keeping agents/editors/committees, etc., before they reach the reading public. Even if your book is traditionally published or self-published in hardcover or paperback form, putting it out in e-book format can tap the quickly expanding market of e-book readers.

The digital nature of e-books provides distinct advantages for readers as well as authors. My favorite is the ability to shrink or enlarge the text to any font size I select. I also enjoy hearing books read to me by the "text-to-speech dude" who lives in my Kindle.

Hyperlinks allow users to click on a link to jump to another spot in the document or to an outside web address. E-books use hyperlinks in the table of contents (TOC). Savvy authors supply hyperlinks to other items in their books, too. For example, *Songs for the Lord* contains hundreds of hyperlinks to help readers jump between the sheet music pages, performance notes, lyrics text, companion Bible verses, indexes, etc.

Speaking of *Songs for the Lord*, if I had "leaned on my own understanding," I would have dismissed the e-book format as impractical for a music book. How would anyone read the music on such a small screen? Or play my songs while holding a Kindle to read the sheet music?

As it turns out, quite a few musicians do place their e-readers (usually iPads, which have larger screens) on stands to view digital sheet music while they perform, just as they'd place paper sheet music on a stand. And to accommodate those who prefer paper, I simply e-mail a printable PDF file of the sheet music to buyers of the e-book upon request.

E-book text content also can be digitally highlighted and copied. At the discretion of the publisher, copying can be restricted by applying something called DRM (Digital Rights Management). I chose to enable copying in *Songs for the Lord* and added a text-only lyrics section. This facilitates copying the text and pasting it into a word processing or presentation program for use in a church bulletin, newsletter, or projection screen for congregational singing.

E-Book Publishing: Where?

After receiving my assignment from the Holy Spirit, I looked online and found several places where e-books can be published. Amazon sells books for Kindle, Barnes & Noble sells books for Nook, Apple sells books for iPad, etc. You can choose to sell your e-book on one, some, or all of those sites. However, each of them requires its own e-book format. (E-books published in one format may be viewable on devices that normally use a different format, using free software provided for that purpose.) Each e-book vendor has its own terms and conditions for publishers.

Caveat One: Before signing on the dotted line (or the cyber equivalent), read every word of the terms and conditions to be sure you understand and accept them. Pay careful attention to the royalty structure, up-front costs and per-sale charges, and limitations imposed on your right to sell your work elsewhere.

I decided to keep things simple, and concentrated solely on the Kindle's format to start with. Uploading an e-book via Amazon's Kindle Direct Publishing (KDP) program was free, and didn't require purchasing an ISBN (an identifying number for books). Zero up-front cost fit my budget perfectly!

Publishing *Songs for the Lord* exclusively on Amazon also entitled me to enroll it in the KDP Select program. KDP Select allows you to sell your Kindle book for \$0.00 on any five days out of a ninety-day period. Giving your book away for free might seem counterproductive, but the ratings your book gains from those free sales can bump up your regular sales. In the case of *Songs for the Lord*, my objective was ministry, not money; the more free copies people downloaded, the better! Another benefit of KDP Select is your e-book's inclusion in the Kindle Owners Lending Library (KOLL). Every time your book is borrowed from KOLL, your account receives a fee. Depending on the price of your e-book, this fee can actually exceed the royalty you receive from a sale.

Another significant "where" question is: Where will you publicize your e-book? Even traditional publishers play a decreasing role in the marketing end of things. With e-books, especially self-published e-books, the author is the primary peddler. In addition to the normal planks in the author's platform (speaking and teaching gigs, reviews, prior publication credits, contacts with groups interested in your topic, press releases/articles/interviews in print media, etc.), a vigorous online presence helps make you known to the people who are apt to go online to buy e-books.

Authors can establish an online presence with a website, preferably with a topic-related blog. They can post quality material on other blogs and forums frequented by their e-book's target audience and by other writers who help publicize one another, such as the Kindle Publishers Community and genre-specific Facebook groups. They can build up a following on Facebook, Twitter, etc., and have online release parties or other events. They can seek out opportunities to be interviewed online about their writing projects. They can run promotions like KDP Select's free book days, book giveaways, and contests, and publicize them via social media and topic-related websites. They can list their books, participate in discussions, and announce free promo days or other events on book sites like Goodreads.com and LibraryThing.com. They can maximize their exposure on their vendor site by developing an effective book page and author page, and by creating an eye-catching cover image that translates well to thumbnail size. They can e-mail newsletters and news flashes to a mailing list of fans. And even though the book itself is in digital form, they can print promotional postcards, bookmarks, etc., to hand to interested people they meet in person. Talk it up!

One promotional tool that no author should overlook is offering a high quality product. Your e-book should be well-written, well-edited, and well-formatted.

E-Book Publishing: How Much?

I mentioned the zero up-front charge for uploading a Kindle book to Amazon. However, manuscript preparation and formatting prior to the actual upload will cost you. You can pay this cost in cash by hiring a manuscript conversion service or other e-publishing middleman, or you can pay it in time and aggravation by doing the job yourself.

If you elect the cash outlay option, please re-read Caveat One. Will you pay your service provider a one-time fee? How much? Is the fee reasonable for the amount of work required to produce a correctly formatted e-book from your manuscript? If you scribble your breakout novel on fast food napkins and stuff them into a carton addressed to the conversion service, expect to pay more than the author who submits a clean Word document. A Word document meticulously prepared with e-book specifications in mind (see below) should command a minimal charge, if you need a middleman at all. Formatting headaches like images and complex layouts may justify a higher fee.

Will the middleman take a percentage of your royalties too? If so, how much? And what ongoing services will be provided in exchange for that ongoing charge? Who will be the publisher of record? Control pricing? Make changes or corrections after the e-book is published? Decide to withdraw the e-book or publish it elsewhere? Have other writers found this middleman to be fair and cooperative?

Check quality references before committing to a middleman service, and examine the converted manuscript carefully before it "goes live" to the purchasing public.

I took the time and aggravation route. The amount of time and aggravation involved would, of course, vary with the complexity of your book layout. A text-only novel with a simple chapter structure could be relatively simple to prepare for upload to KDP. Formatting, troubleshooting, and uploading the Kindle version of *Songs for the Lord*, including cover design, cost me two months worth of writing time.

E-Book Publishing: Who?

Who can help you figure out e-publishing? Lots of people offer advice about it. I came across quite a few online who had something worthwhile to share. I also sifted out a lot of information that didn't work for me. I wish I could recommend (and use) a single resource that clearly explains everything an e-book self-publisher needs to know. But I haven't found one. Probably it doesn't exist, because different authors have different knowledge sets, and different book projects have different features and requirements.

Here are the most useful resources I found.

- <http://www.amazon.com/dp/B007URVZJ6> (*Building Your Book for Kindle*, a new Kindle publishing guide from Amazon. This came out a couple of months after I published my e-book. It's very good, and it's a free download.)
- <https://kdp.amazon.com/self-publishing/help> (KDP main help page)
- <http://forums.kindledirectpublishing.com/kdpforums/index.jspa> (KDP Publishers forums)
- <http://www.amazon.com/dp/B004LX069M> (*Publish on Amazon Kindle with Kindle Direct Publishing*. This is the free guide that was available from Amazon when I first published *Songs for the Lord*. Still being sold, but may be partly obsolete by now.)
- Smashwords guides by Mark Coker (I got three of his Kindle books free on Amazon.)

Look around on Amazon, Google, etc., for the newest information. More and more people are publishing books and booklets of advice for would-be e-book authors and publishers.

E-Book Publishing: How?

Get *Building Your Book for Kindle* (see link above). It's free. Read it. Follow the instructions step by step. You may be able to prepare and publish your e-book using only the information in *Building Your Book for Kindle*. If you encounter formatting difficulties with your images, functional table of contents, paragraph layout, etc., you may need additional intervention to tweak your e-book. In that case, give the following information a look.

The main work of manuscript preparation happens in Microsoft Word. After setting up your document properly in Word, you can send it to an e-book conversion service or convert it yourself into an acceptable file format for upload to Amazon KDP. Amazon KDP converts your uploaded file to its proprietary azw file type when it is published.

If necessary, consult Internet help or a Microsoft Word instruction book to learn how to use Styles, turn off Word options, set picture format, etc. I learned those things as I went along. You can too!

When setting up an e-book document in Word, the big thing to wrap your mind around is the flowing nature of the e-book format. Readers can make the font whatever size suits them. Text of different font sizes flows differently from one line to the next and from one page to the next. This means that traditional

page setup is out the window. You have to optimize your document with that in mind, to avoid gaffes like random blank pages or distorted pictures.

Another important point is that Word likes to do things behind your back. In a manuscript destined for Kindle, Word's auto-changes can lurk like land mines waiting to explode during the conversion process.

So, start your book with a fresh blank Word doc file (not docx) and turn off all the auto-formatting and auto-correcting in Word options.

- It doesn't matter what width you set the margins to. The e-book will ignore them.
- Do not use headers or footers.
- Do not create bullets with the bullet command/button.
- Do not justify text.
- Do not use tabs or extra spaces to indent paragraphs; let your Style handle indents.

Add a new Style based on Normal. (Do not tamper with the default Normal Style.) You can call your new style YI Normal (substitute your initials for "YI"). Set its properties as follows: Times New Roman, 10 or 12 point font; Paragraph/Lines and Spacing to left-aligned, body-level text, 0" indentations, Special=First line by .3", 0" spaces before and after, single line space. Check "Don't add space between paragraphs." Click Okay. Check "New documents based on this template."

You may want to make your own modifications to these specifications.

Now, if you already have your manuscript started, open a copy of your current manuscript file in a text-only editor like Notepad or Wordpad. Save As a txt file. Select All, Copy, and Paste all the text into your fresh Word doc. This will remove any land mines planted by Word or your other word processing software. It will also, unfortunately, strip out some formatting you want, such as italics, so it pays to do this early in the process.

I like to name my active manuscript Word document "BOOKNAME current draft.doc" where BOOKNAME=a short name for the book. I suggest you do the same, as it will come in handy later.

Delete all tabs. See cleanup hints, below.

Highlight all the text in the fresh file and click on YI Normal in Word's Styles tab to put it all into YI Normal Style.

Italicize text and center the alignment where desired, using the standard format command buttons.

Finish writing the book in YI Normal Style. Italicize or center align individual bits as you go along.

Do not paste in text copied from docs that were generated with Word auto-changes enabled, unless you first take the text through the stripping process described above. Better to start additional drafts as New Docs based on the fresh document template. Then you'll have the same Styles to use and a document free of land mines.

Immediately after the last word of each chapter, insert a page break so that your next chapter always begins on a new page. Don't have any extraneous lines before the page break, or you'll occasionally have blank pages in your e-book, which annoys readers.

After the page break add one paragraph break (hit Enter once), then one hard line break (hit Shift+Enter), then type your chapter heading, then hit Enter twice to add a paragraph break before starting your first text paragraph. The reason for using a line break before the chapter heading is so the chapter heading won't be indented as the first line of a new paragraph. This technique may be helpful to use in various other places in your manuscript, because the e-book conversion process likes to put in first-line indents of 0.5" if you had set them to zero in Word.

If you don't intend to use an intermediate conversion program (Calibre, etc.) before uploading to KDP, another way to avoid those unwanted 0.5" indents in a no-indent zone is to set the first-line indent to 0.01" instead of None. This tiny indent is undetectable in an e-book, so you get the effect of block text (no indent in the first paragraph). You can add a new YI Normal Block style using the 0.01" first-line indent setting and use that for the text of your entire book if that's the look you want.

Don't bother changing the font type or size of your headings until you're finished writing, editing, and tweaking the text of the entire book.

Add your front matter pages and back matter pages using the same instructions as when adding a new chapter. These always include a title page, physical TOC, and copyright info. They can also include a dedication, author info, acknowledgments, etc.

You may want to give some forethought to the strategic placement of front matter pages.

For one thing, Amazon offers a free preview of e-books, which generally consists of the first ten percent of the content. Moving some of the traditional front matter to the rear of the book pulls more of the primary content into the free sample.

For example, I want people who browse *Songs for the Lord* to see the quality of my sheet music notation. So I pushed the copyright section to the rear to make room in the free sample for at least one song's sheet music page. On the other hand, I did not want people to see the free-with-purchase information unless they actually bought the book. So I located those details after the free sample portion.

Another consideration is the way e-book conversion process builds the so-called logical (or functional) table of contents into a Kindle book. The logical TOC is the one readers access with the Kindle's go-to menu. This is in addition to the physical TOC page you put into the manuscript yourself. If you use e-book conversion software, such as Calibre, it may build the logical TOC from the hyperlinks it finds in the document, starting with the first hyperlink up to the maximum number of hyperlinks you set in the conversion program options. To avoid having extraneous links pulled into the logical TOC, make sure that no other pages that will contain hyperlinks are located before your physical TOC page.

If you want to use Word's TOC builder (in the References tab) to create your physical TOC, just type "Table of Contents" on that page for now.

I built my physical TOC manually, which gave me a bit more control over its appearance. If you will build yours manually, type "Table of Contents" and the list of items, but don't add any hyperlinks just yet. If you create bookmarks and hyperlinks before all the document formatting is finished, you may have to rebuild some bookmarks after you make formatting changes.

Do not enter page numbers in the TOC. Since e-books flow into different page lengths according to the font size selected by individual readers, page numbers are meaningless. And keep in mind that the order in which items are listed in the TOC does not have to match the order in which the content is located within your document. When e-book readers click on a hyperlink, they will jump directly to the linked item, regardless of its location.

When all of your text sections are written and arranged, it's time for text cleanup.

Remove extra spaces, tabs, paragraph breaks, etc. They may not show up in a Word printout, but they can cause problems when viewed in an e-book. Be careful to remove one-character spaces before paragraph breaks; in the conversion process they may be misinterpreted as page breaks.

You have two friends to help with cleanup: the Show/Hide option that shows you all the formatting marks (a button in Word's Home/Paragraph tab that looks like a backwards "P") and the Find/Replace function.

For example, to get rid of all your tabs in one operation, enter ^t (code for a tab) in the Find What box, leave the Replace With box empty, and click Replace All. All tabs disappear.

The code for a paragraph break is ^p. Line break is ^l (that's Shift+caret and lower case L). If you had inserted three paragraph breaks before every chapter heading and want to use one paragraph break plus a line break instead, you can highlight your chapters in one big block and use Find/Replace to replace ^p^p^p with ^p^l.

To remove the one-character spaces before paragraph breaks, Find space^p (hit the spacebar instead of typing "space") and Replace with ^p. You may need to perform this operation more than once, to take care of instances of multiple spaces before a single paragraph break.

Caveat Two: Be very careful with the Replace All command.

Be sure to highlight the section of the document you want your Replace All to apply to. Then when Word offers to do the rest of the document, say No. Otherwise you may have some unintended effects.

Enter enough information in the Find What and Replace With boxes to pull in only the situations you want to change. For example, if you didn't include the ^p in the boxes when trying to remove those one-character spaces before paragraph breaks, every paragraph would become one humongous word.

Use Find Next and make changes one by one instead of using Replace All if you know there aren't many instances or if you want to be extra sure Word doesn't apply the change where you don't want it.

After your text is cleaned up, change the font, size, and alignment of your chapter headings, front matter, back matter, etc., as desired. Kindle models other than the Fire recognize a very small selection of fonts, so fancy fonts should be avoided or at least tested to see how they display after the conversion process. Bold and italics are fine.

A higher-point font will generally display bigger than a lower-point font, but the degree of difference between two font sizes may not display on the Kindle as it does in Word. In *Songs for the Lord*, I used 26 point bold italics for my title, 14 point bold italics for subtitle, 16 point bold italics for author name, and 14 point bold for chapter headings.

Setting a heading style instead of a normal style allows the Kindle to use those pages as way points, or guide points, for its 5-way controller or other navigational tool. It also prompts Word to pick up the headings when it builds your physical TOC. If you simply applying centering and font changes to a line in Normal style, it won't be properly recognized.

Use a custom heading style to format your chapter headings uniformly. Select one heading. Click on Heading 1 Style. Add a new style based on Heading 1, named YI Heading 1. Format your selected heading exactly as you want it to appear. Highlight it, and right-click on the style box for YI Heading 1. Click Update YI Heading 1 to match selection. Then highlight each heading in your book and click on YI Heading 1 to set the style.

You can use YI Heading 1 on the titles of your front and back matter pages also. Or you can create YI Heading 1b based on YI Heading 1 if you want a slightly different look for those. (Don't use Heading 2 unless you want to get into complications with level 2 subheadings.)

When you're finished with all the text portions of your book, insert your pictures with Insert/Picture command, not copy and paste. Choose pictures that display as well in grayscale as color; many Kindle models have gray/black e-ink display screens. Use JPEG format.

For full-page pictures, insert a page break immediately before inserting the picture and another immediately after the picture. Set the picture width to 7.5" or more, to get at least 9" height, in order to avoid display distortions on the Kindle screen. Don't worry if the picture seems to hang over the margins in Word. Highlight the picture, center align it, and change the paragraph indent to Special=none.

If centering a picture persistently changes the surrounding text from left aligned to centered, insert a paragraph break immediately after the preceding text and another immediately after the picture, to allow a Style change. If your text is supposed to be in block paragraphs and adding the paragraph break results in an unwanted indent, add a hard line break (Shift+Enter) immediately after the paragraph break. Highlight the two paragraph breaks and change the font size to the minimum possible number, to lessen the likelihood of causing blank pages to display.

Do not insert your cover image into the Word document, or you'll end up with redundant images at the front of your book, which is a Kindle no-no. The cover image will be uploaded separately to KDP.

If you want Word to build your physical TOC for you, do that now.

Last, insert any bookmarks and hyperlinks. Bookmark the hard line break above "Table of Contents" and label the bookmark "toc" (without quotation marks). Be sure every item listed in the TOC is hyperlinked. Hyperlinks are one of the features that make e-books special, so add other helpful links as appropriate for your book (but don't insert any hyperlinks ahead of the TOC!). Test every hyperlink to be sure it connects to the intended destination.

Now you're ready to move your Word doc to the next step. Yay you!

Of the various e-book conversion utilities I looked at and tried, a free program named Calibre gave me the best results for my initial publication of a *Songs for the Lord* e-book without DRM, with a fully functioning logical TOC, with correctly displaying sheet music images, and with a cover image that filled the Kindle display screen. Several subsequent books also were successfully uploaded from Calibre-generated files.

However, in July, 2013, KDP rejected the Calibre-generated file I attempted to upload for a friend's book project. I discovered that KDP's "acceptable formats" list no longer included mobi, the file type I had created with Calibre. In fact, when I attempted to update the cover image of *Songs for the Lord* a few days later, KDP refused to complete its conversion process, saying that my mobi book file was unacceptable, even though it was the exact file KDP had previously accepted, converted, and published!

Evidently, something on KDP's end had changed.

One lesson here is this: Technical changes and the troubleshooting that goes with them are a fact of life for independent publishers, and for professional formatters, too. Don't be defeated if the process that worked yesterday suddenly fails you. Look for the process that will work today. Online communities can help. Google the problem to see if others have encountered and solved it.

I went ahead and uploaded our books using the instructions in *Building Your Book for Kindle*. I'm afraid that some of the functional niceties provided by Calibre were lost, but at least I was able to publish the books. And really, eliminating the extra steps I had taken with Calibre made the whole process much easier. So, to avoid muddying your waters, I'm deleting the Calibre process from this guide.

****On your hard drive, create a folder named "BOOKNAME DATE" where BOOKNAME=a short name for your book and DATE=the upload date. This will help you keep track as you publish revisions later.**

Open your Word doc, which you hopefully named "BOOKNAME current draft.doc." Save As "BOOKNAME DATE.doc." This will leave "BOOKNAME current draft.doc" as the active document you will use to make future revisions. With "BOOKNAME DATE.doc" open, Save As document type Web Page Filtered, changing the extension from htm to html, and keeping it in the "BOOKNAME DATE" folder. Close "BOOKNAME DATE.html."

If your book file does not contain any pictures, you can upload “BOOKNAME DATE.html” to KDP. If it does, you have one more step.

Navigate to “BOOKNAME DATE” folder and open it. Select “BOOKNAME DATE.html” (NOT .doc), right-click on it and Send to Compressed File. This will give you a zip file named “BOOKNAME DATE.zip.” You’ll also see a new subfolder named “BOOKNAME DATE files” that Word created when you saved the html file. That subfolder contains your image files. Click on “BOOKNAME DATE files” and drag it on top of “BOOKNAME DATE.zip.” That will copy the subfolder of images into the zip file. The zip file is what you will upload to KDP.

Now you’re ready for KDP. Double yay you!

Set up your KDP account on Amazon.com, following the online instructions. You’ll need to provide your identification information, banking information, etc.

Before uploading your book file, prepare your cover image; or you can use the free Cover Creator utility which KDP now offers. Prepare a detailed description of your book for readers to see on your Amazon book page, two genre/subgenre categories (similar to the shelves your book would be placed on in a bookstore, like Christian Romance or Crime Fiction), a list of topic tags readers will likely use to search for books like yours, and a short author bio. Decide on a price for your ebook. Decide whether you want it to be DRM protected (see above); that election cannot be changed after the book is published.

Provide an informative Title: Subtitle for your Amazon listing. When buyers search Amazon for Kindle books, all they see on the initial results page are the market image and title. You can use a subtitle to entice buyers to click through to your book page for the detailed description and free preview.

For example, I gave *Songs for the Lord* a subtitle that clarifies the fact that it's a book of original songs, not a novel or a music CD or a collection of old hymns. If you want people to know up front that your book is Volume Two of your Fast Food Napkin Trilogy or a thriller featuring your ongoing character Spunk E. Heroine, include that information in the subtitle.

The actual upload process is simply a matter of following the online instructions (which is why I question the fairness of paying anyone a portion of your hard-earned royalties to upload it for you). One quirk I’ve experienced in the Upload Your Book File step was that clicking on the middle or left part of the Browse for Book button did nothing. I had to click on the far right end of the button to get it to open the browsing box. If this happens to you, you now know what to do.

Before you hit the Save and Publish button, take the time to thoroughly preview your uploaded e-book. Look for malfunctions in the logical TOC, dead hyperlinks, wonky text and paragraph formatting, blank pages, and display problems with the cover image or internal pictures.

There are several ways to test-drive your book after uploading and before publishing.

1. Use the Online Previewer on your KDP upload page.
2. Download to your computer the free Kindle Previewer software that Amazon provides to test your files. This software has the advantage of emulating the display of different Kindle models. I discovered that an image-heavy file I'd formatted to display perfectly on my Kindle Keyboard model translated poorly to the Fire's longer screen. Download the preview file and test it.
3. Transfer the downloaded preview file onto a Kindle device via USB cable. If you don't have a Kindle, I recommend you buy or borrow one. Kindle Previewer is good, but it failed to show a serious flaw in my book that appeared on an actual Kindle. Besides, it's good to know what your readers are experiencing.

Examine everything as critically as hard-to-please buyers will. If you find items that need fixing before publishing, delete your "BOOKNAME DATE" folder and everything in it. Open "BOOKNAME current draft.doc" (Now aren't you glad you have that?) and make your revisions. Be sure to double check the integrity of all bookmarks and hyperlinks located near portions of text you change in any way. Save the file. Then repeat the process starting with [** above](#).

When you're satisfied with your test runs, you're ready to hit the Save and Publish button. After the KDP folks decide your book is acceptable, it will "go live" for sale on Amazon.com and its global affiliates.

Triple yay you!

It may take a day or two for the "Look Inside" or Free Sample download to become available on your Amazon book page. Test drive those, too. Watch your book's reviews for problems mentioned by buyers.

You can always go back to your KDP Bookshelf and edit the book information or upload a revised book file after your book is published. If you need to revise the book file after publishing, do not delete the "BOOKNAME DATE" folder. Create a new folder with the publishing date of the new version and continue as above.

Some book information can be revised by way of your "Author Central" page on Amazon, which avoids the necessity of KDP grinding the file through the conversion process again.

Good luck!