



SELF-PUBLISHING CHECKLIST

Self-publishing Basic Steps

Self-publishing a book can be exhilarating!

As digital publishing becomes within reach of ordinary people, you may be considering self-publishing a book, and may need the following self-publishing checklist. If you are an entrepreneur, business coach or consultant in any area, having a published book is key to establishing your credibility and creating success. Besides that, published entrepreneurs make more money!

However, self-publishing a book is no small task for even those who have a publishing background. The digital aspect, software issues, and the entire publishing process is often confusing. We have created this basic self-publishing checklist for first-time self-publishers. This checklist is for publishing a printed book, not e-books. If you understand the main processes and the order in which to do them, you will be successful in self-publishing your book.

The Self-Publishing Toolkit includes *The Dictionary of Publishing Terms* and will help you understand the different phases and aspects of self-publishing. This self-publishing checklist is chronologically ordered, so be sure to follow the steps in this order. Some of the steps may overlap, and that is to be expected.



Step 1—Write Your Manuscript

Write your manuscript and get it into a Word document. If you do not know how to type or how to use Microsoft Word; you can hire someone on fiverr.com (for \$25-\$75) to scan your manuscript and get it into a Word Document file. Sign the *Intent to Publish Agreement* with yourself. The *Self-publishing Toolkit* includes this PDF agreement.



Step 2—Hire a Content Editor

Hire a content editor. This process is for CONTENT only. If you are putting up a house and choosing walls and floors that is one step. To finish the walls and floors with paint or floor finish is another step. Do not confuse content editing with proofreading. This can cause a lot of frustration and time lost, if you are using the term “editing” and hiring someone to edit, when they have a completely different concept of editing. Input the editorial corrections (or have the editor) into the Word document.



Step 3—Shop for a Print on Demand Company

Select a printer, a “self-publishing company.” Keep in mind this is a misnomer, as you are actually the publisher. Open an account. The most economical service in my experience with print on demand, is Kindle Direct Publishing, which is the print on demand division of Amazon.com. Start a new account at Kindle Direct Publishing. Keep your login and password in a handy spot.



Step 4—Select Book Size, Shape, Colors

Select a standard book size for your book. Design and create the book cover. Most likely you'll hire a designer to do this. It must be in a digital file of the correct size and specifications required by the printer, (often referring to themselves as “self-publishing” companies). Decide, discover, and define the exact file specifications of the cover; and of the interior of your book.



Step 5—Create Interior Layout & Design

Select photographs, images, fonts, illustrations for the interior of your book. Be sure that all illustrations or photos are in 300 dpi and have been converted to black and white. Next, if you know InDesign or other publishing software you may create the interior layout file of your book. If you do not have design software and do not know how to use it; it would be best to hire an interior book designer to prepare the interior file of your book to the printer's specifications. Find someone through [fiverr.com](https://www.fiverr.com). Hire someone who knows book interior design, or it could turn into a nightmare—seriously. See my article called, [Understanding Self-Publishing Services](#).



Step 6—Design Book Cover

Hire a book cover designer or use the cover designer on Kindle Direct Publishing to create your book cover. For a professional custom cover, go to from Fiverr, or someone you know locally. The front cover should have a large graphic image; the title and the subtitle must exactly match the title that will be created when you initiate your title in your print on demand account. On the back cover include an author photo and bio, along with a synopsis of the book.



Step 7—Proofread & Upload Digital Files

Hire a proofreader for the interior layout; and to create the digital file to the specifications required by the “self-publishing company. Give these corrections to the interior book designer to make to the final digital file. Have them proofread the front and back of the cover design as well. Upload cover file and interior file to printing company; and submit your files for review.



Step 8—Order Hard Copy Proof

Once the files are approved, and proofreading errors corrected, order a hard copy proof of the book. I strongly advise not to skip this. You cannot see layout and formatting errors easily in the digital file. Prior to publishing, it is critical to do one last proofread on a hard copy of the book.



Step 9—Proofread Proof

You are almost ready to publish. It is important to make only small typo corrections. If you make major corrections at this point, it can change the entire spacing and formatting. The time and money required to do so will be disproportionate to any improvement gained.

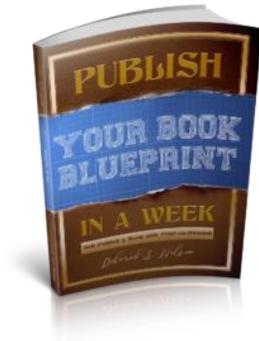


Step 10—Submit for Final Publication

Correct the errors in the files and resubmit to the printing company for final publication.

Disclaimer: Self-Publishing Checklist is Oversimplified

I have provided you with this self-publishing checklist as an overview to help you understand the basic process and chronological order of self-publishing a book. This *Self-Publishing Checklist* is extremely simplified, but gives you a brief idea of what you might be getting yourself into. Creating and publishing a book blueprint is a process that teaches you all these steps by actually doing them. If you need further help, Publishing SOLO offers courses and coaching to lead your dream to publish a book to a reality.



Have a Dream to Publish a Book— But Lack the Time or Know-How?

Look no further. This potent and detailed DIY publishing guide grants you the time and know-how. Learn how to self-publish a book by doing it! Once you become a published author, friends, family, and peers see you in a whole new light! This unique system propels both aspiring and seasoned authors through the digital publishing process step by step. You won't even need your completed manuscript to start!

- ✔ **Includes downloadable template**
- ✔ **Free ISBN number & POD account**
- ✔ **10 steps to print on demand publishing**
- ✔ **Displays book parts in chronological order**
- ✔ **Publish your book blueprint proof in a week**