

Publishing your book

From manuscript to files you can upload: build profiles, PDF for print, EPUB for ebook, and checking the result.

- [Check your book before you publish](#)
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Check your book before you publish

Before Write makes your files, it looks the book over and tells you anything worth knowing—an unaccepted change, a missing copyright page, a picture that will print fuzzy. This page is about reading that list, and about proofs: quick looks at your pages while you're still working.

Where to find it

Open the book and choose **Publish** (in the **Book** menu, or the **Publish** button in the toolbar). The list is in the **Preflight** card. It updates when you switch between **Print PDF** and **EPUB**, since some checks only matter for one of them.

Screenshot: the Publish window's Preflight card *Screenshot: the Publish window, with the Preflight list showing a mix of ticks, notes and a warning.*

Reading the list

Each line has a mark beside it:

- **A green tick** means that check is fine.
- **A grey *i*** is a note—something you might want, like a table of contents or a list of your other books at the back. Leave it if it doesn't suit this book.
- **A yellow **!**** is a warning, worth a look before you upload: a chapter with no words, chapter numbers out of order, no cover for the ebook.
- **A red **!**** is a stop: something that would make the file wrong.

Most lines say what to do about them, and where. You can still publish with warnings; they're there so nothing surprises you later.

The preflight is always about your book as it is right now. What a finished file is like—whether it passed EPUBCheck, how big it is—belongs to that file, so you'll find it under **Files** instead (see below).

Open changes

The first line is the one that matters most. If any scene has suggested changes that nobody has accepted or rejected yet—from an editor, a co-author or an AI—Write prints them **as though they had been accepted**, so the file matches what you see when you read the book.

Usually you'll want to go through them first. If you're happy to publish as things stand, tick **Publish anyway: the open changes will print as though they were accepted**, and the **Publish** button becomes **Publish anyway**.

You may also see a line about scenes an AI wrote that nobody has read yet. That's a gentle nudge rather than a stop: worth a read before the book goes out.

Proofs: a look at the pages while you write

At the top of the Publish window are two links:

- **Proof this chapter** opens the chapter you're in, set exactly as it will print, in a new tab.
- **Proof whole book** does the same for the whole book.

A proof is just for looking. It isn't saved in your files list, it doesn't need the preflight to be clear, and you can make as many as you like. It's the quickest way to check how a chapter opening, a picture or a scene break really falls on the page.

Once it's built

Your finished files are listed under **Files**, newest first, each with its page count and a **Download** link. They stay there, so you can download an earlier one again.

Under the newest file of each kind, Write tells you what that file is like: its size (an ebook over Amazon's limit is marked in red), and for an ebook whether it passed **EPUBCheck**—the same validator the stores run when you upload—with any errors or warnings it found. These are about that particular file. If you've changed the book since it was made, you'll see **Built before your latest changes**: publish again and the new file gets a fresh check.

Publish a print PDF

This page walks through making the interior file for a paperback or hardcover—the PDF you upload to KDP, IngramSpark or a local printer. Write sets every page at your trim size with your fonts built in, so the file is ready to go as it is.

Make the PDF

1. Open the book and choose **Publish** (in the **Book** menu, or the **Publish** button in the toolbar).
2. Under **Format**, choose **Print PDF**.
3. Under **Page setup**, check it's the setup you want—the book's own is chosen for you. If you keep a separate setup for, say, the hardcover, pick that one here (see [A page setup for each edition](#)).
4. Read the **Preflight** list (see [Check your book before you publish](#)).
5. Click **Publish PDF**.

Screenshot: the Publish window set for a print PDF *Screenshot: the Publish window with Print PDF chosen under Format, showing the Page setup list, the Preflight card and the Publish PDF button.*

Write builds the book in the background; a long book can take a minute or two. When it's done, the PDF appears under **Files** with its page count, and you can **Download** it. It stays in the list, so you can download it again later.

Links in the PDF

If your book has web addresses—in your author bio, say, or titles in your book list—**Links in the PDF** makes them clickable for anyone reading the PDF on a screen. The printed page looks exactly the same either way, so it's safe to leave on for print.

When your printer asks about bleed

Write adds an eighth of an inch of *bleed* around the outside edges of every page—a little extra that the printer trims away, so a picture or background running to the edge never leaves a white sliver. It's what KDP and IngramSpark ask for, and it's on whether or not anything in your book runs to the edge yet.

So when KDP asks, choose **Bleed (PDF only)**. If you've set the bleed to zero in your page setup, choose **No bleed** instead.

The page count and the gutter

The gutter is the extra room on the inside edge of each page, so words don't disappear into the spine. Thicker books need more of it. With the gutter on **Auto** (the usual), Write works it out from how many pages the book actually runs to, and sets the PDF to match—so the page count on your printer's site and the gutter always agree. You can set it by hand in **Page setup** if your printer asks for something particular.

Pictures

If your book has pictures, the preflight tells you how sharp they'll print. A picture with too few pixels for the size it's printed at will look soft on paper; the preflight names it, so you can swap in a larger version before you upload.

If something doesn't look right

Make a proof first—**Proof this chapter** or **Proof whole book**, at the top of the Publish window. It's the same typesetting as the final PDF, opens straight away in a new tab, and isn't kept, so it's the easiest way to try things.

Publish an ebook (EPUB)

This page walks through making your ebook: an EPUB file you can upload to Amazon, Apple, Kobo, Barnes & Noble, Google Play or a distributor like Draft2Digital. One file works for all of them.

Before you start: the book's details

An ebook carries information about itself—its cover, title, author, publisher, ISBN and description—that the stores and reading apps show. Write takes all of it from **Book details** (in the **Book** menu). It's worth a quick look there first:

- **Cover** — without one, the ebook has no cover image (the preflight will remind you).
- **Ebook ISBN** — optional. Without one, Write gives the file a stable identifier of its own, which is fine for most stores.
- **Publisher, Publication date** and **Description**.

Screenshot: the Book details window *Screenshot: the Book details window (opened from the Book menu), showing the Cover, Ebook ISBN, Publisher, Publication date and Description fields.*

Make the EPUB

1. Open the book and choose **Publish** (in the **Book** menu, or the **Publish** button in the toolbar).
2. Under **Format**, choose **EPUB**.
3. Read the **Preflight** list (see [Check your book before you publish](#)).
4. Click **Publish EPUB**.

When it's done, it appears under **Files** with a **Download** link, and Write checks it with **EPUBCheck**—the same validator the stores run when you upload—and shows the result beside it. *Passes EPUBCheck* means the stores will accept the file.

Screenshot: a finished EPUB in the Publish window *Screenshot: the Publish window with EPUB chosen under Format, and a finished ebook in the Files list with its Download link and Passes EPUBCheck beside it.*

A few choices for the ebook

These appear in the Publish window when they apply to your book.

Pictures in the EPUB. How sharp pictures are in the ebook. **Standard** suits most books. **Sharpest** looks lovely on a big tablet, but makes a bigger file—and Amazon charges a small

delivery fee per megabyte on its 70% royalty plan, so for a book with lots of pictures, **Smaller** can be worth it. The newest ebook under **Files** shows its size and roughly what Amazon's fee comes to, so you can see the difference.

Chapter plates in the EPUB. If your print book has a full-page picture facing each chapter opening, you can leave them out of the ebook. The chapter then opens on its title, the file is smaller, and the print book keeps its plates.

Fonts. Most reading apps let readers choose their own font, so by default the ebook uses theirs. If you'd like your fonts carried inside the ebook, there's a setting for that in **Page setup**, on the **Fonts** tab. The fonts that come with Write can go in freely; a font you've uploaded yourself may not be licensed for it, so leave it off if you're not sure.

Night mode

Readers who switch their e-reader or phone to a dark background will see your book follow along—the text, text-message bubbles, and the stock ornaments and other one-color decorations too, so they don't show up as black shapes on a dark page.

Pages that differ between print and ebook

Some front or back matter only makes sense in one edition—a picture split across two pages in print, for instance, which the ebook should show whole. Each section has **Print edition** and **Ebook** boxes for exactly that; see [Choose where a section appears: print, ebook or both](#).

A page setup for each edition

A paperback, a hardcover and a large-print edition are the same book in different clothes: a different trim size, perhaps a different font size, wider margins. You don't need a copy of the book for each. You keep one manuscript and a *page setup* for each edition, and choose which one to use when you publish.

Make a setup for the new edition

1. Open the book and choose **Page setup** (in the **Book** menu).
2. At the top, open the **Setup** list and choose **+ New setup from this form...**. Write starts the new setup as a copy of the one you're looking at, so everything you've already settled carries over.
3. Give it a name you'll recognize—*Hardcover 6 × 9*, say—and change what's different: the trim size, the margins, the type size.
4. Click **Save setup**.

Screenshot: the Setup list in Page setup *Screenshot: the Page setup window with the Setup list at the top opened, showing the book's current setup and + New setup from this form....*

Saving a new setup makes it the one this book uses from now on. If you'd like the book to go on using the original as its main setup, open **Page setup** again, choose the original in the **Setup** list, and save.

Publish with it

In the **Publish** window, the **Page setup** list chooses which setup this file is made with. The book's own setup is chosen for you; pick the other one for the other edition, then **Publish PDF**. Your files list keeps both PDFs, each with its own page count.

Screenshot: the Page setup list in the Publish window *Screenshot: the Publish window with Print PDF chosen and the Page setup list open, showing the book's own setup and a second setup for another edition.*

Good to know

- **A setup can be shared.** Every book in a series can use the same setup, which keeps them matching on the shelf. Changing a setup changes it for every book that uses it, and the bottom of the Page setup window says so before you save.
- **The ebook** uses the setup for its fonts, chapter openings and decorations, but not for trim size or margins—a reader's screen decides those.

- **Front and back matter that differs between print and ebook** is set on the section itself, not in the setup; see [Choose where a section appears: print, ebook or both](#).