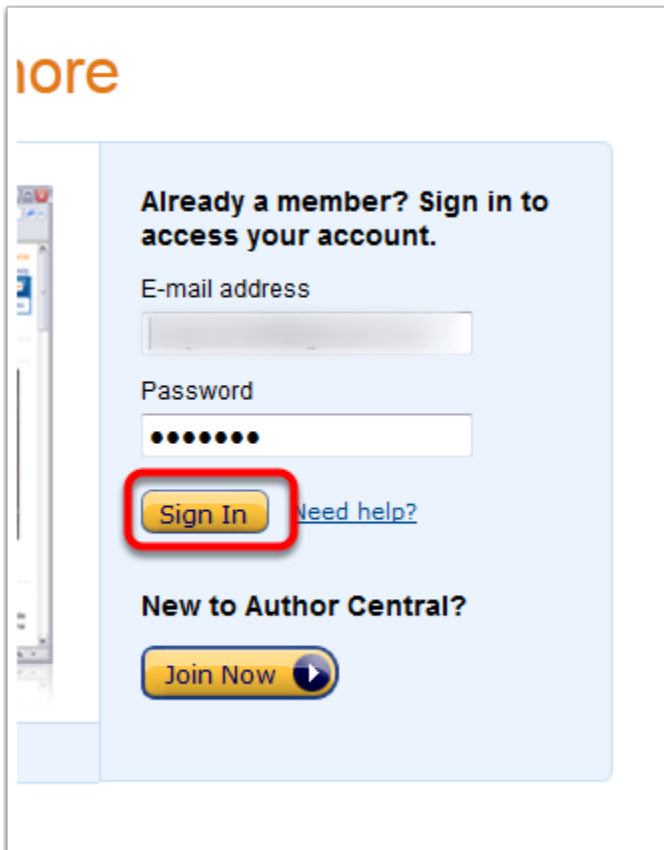


How to Format Your Book Description on Amazon

1. Sign in to Author Central

Go to [Amazon Author Central](#) and sign in. (If you do not have an account, you will need to create one.)



2. The Welcome Screen

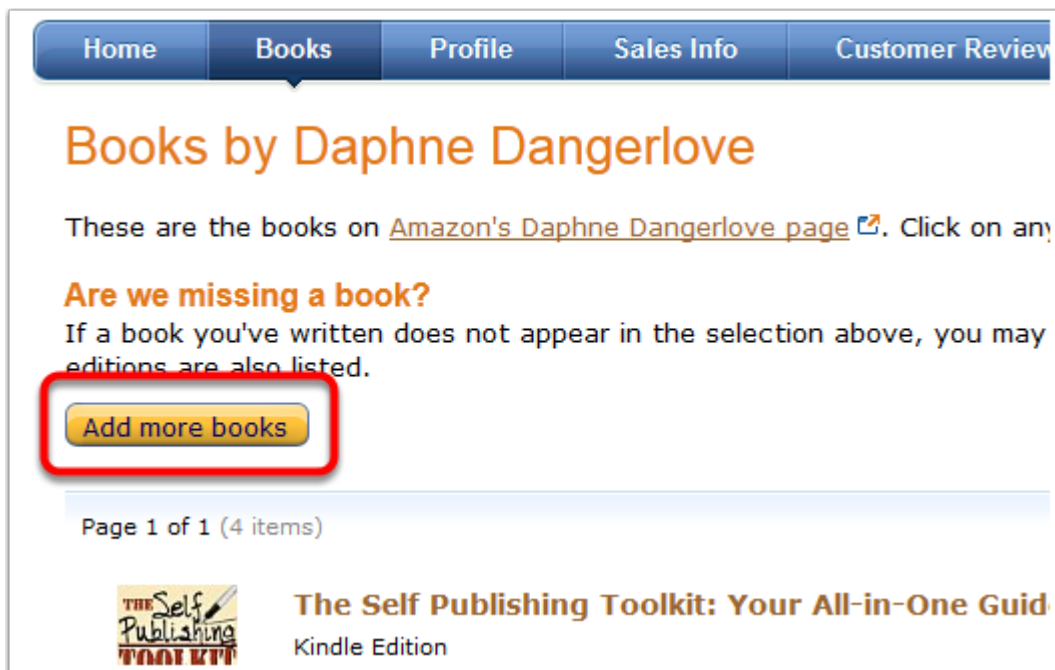
On the welcome screen, click **Books** on the blue menu bar.



3. The Books Page: Adding a Book Step 1

This page should display all of the books you've published. Skip to Step 4 if the book you want to edit is already listed.

If your book isn't there, you'll have to add it. Click **Add more books**.



Home Books Profile Sales Info Customer Review

Books by Daphne Dangerlove


These are the books on [Amazon's Daphne Dangerlove page](#). Click on any book to see more details.

Are we missing a book?

If a book you've written does not appear in the selection above, you may want to add it. Book editions are also listed.

Add more books

Page 1 of 1 (4 items)

 **The Self Publishing Toolkit: Your All-in-One Guide**
Kindle Edition

3. The Books Page: Adding a Book Step 2

1. In the box that pops up, enter your book's information.
2. When your book appears, click **This is my book**.

Add books to your bibliography close ✕

1 Search for books you've written by **title**, **author**, or **ISBN** and add them to your bibliography.

Search: GO

Page 1 of 3 (14 items)

Your Book

2

The Self Publishing Toolkit
Your All-in-One... [↗](#)
Already added

The Sell Your Novel Tool kit [↗](#)
This is my book

The Truth Tuning Toolkit
For the Mortal... [↗](#)
This is my book

The church planter's toolkit:
A self-studv... [↗](#)
This is my book

Anxiety and Stress Management Toolkit [↗](#)
This is my book

« Previous **1** 2 3 Next »

4. Select Your Book

From the list, select the book for which you want to change, add or edit the product description.

(I'm going to use Last Minute Love Letters for this Tutorial as it needs some help.)

Home Books Profile Sales Info Customer Reviews Help

Books by Daphne Dangerlove

These are the books on [Amazon's Daphne Dangerlove page](#). Click on any book below to


Are we missing a book?

If a book you've written does not appear in the selection above, you may add it now. Ple editions are also listed.

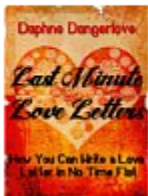
Add more books

Page 1 of 1 (4 items)

Select the Book you want to edit from your list.



The Self Publishing Toolkit: Your All-in-One Guide to Publishir
Kindle Edition
Current Sales Rank: #22,141 in Kindle Store
Average Review: ★★★★★ (8 reviews)

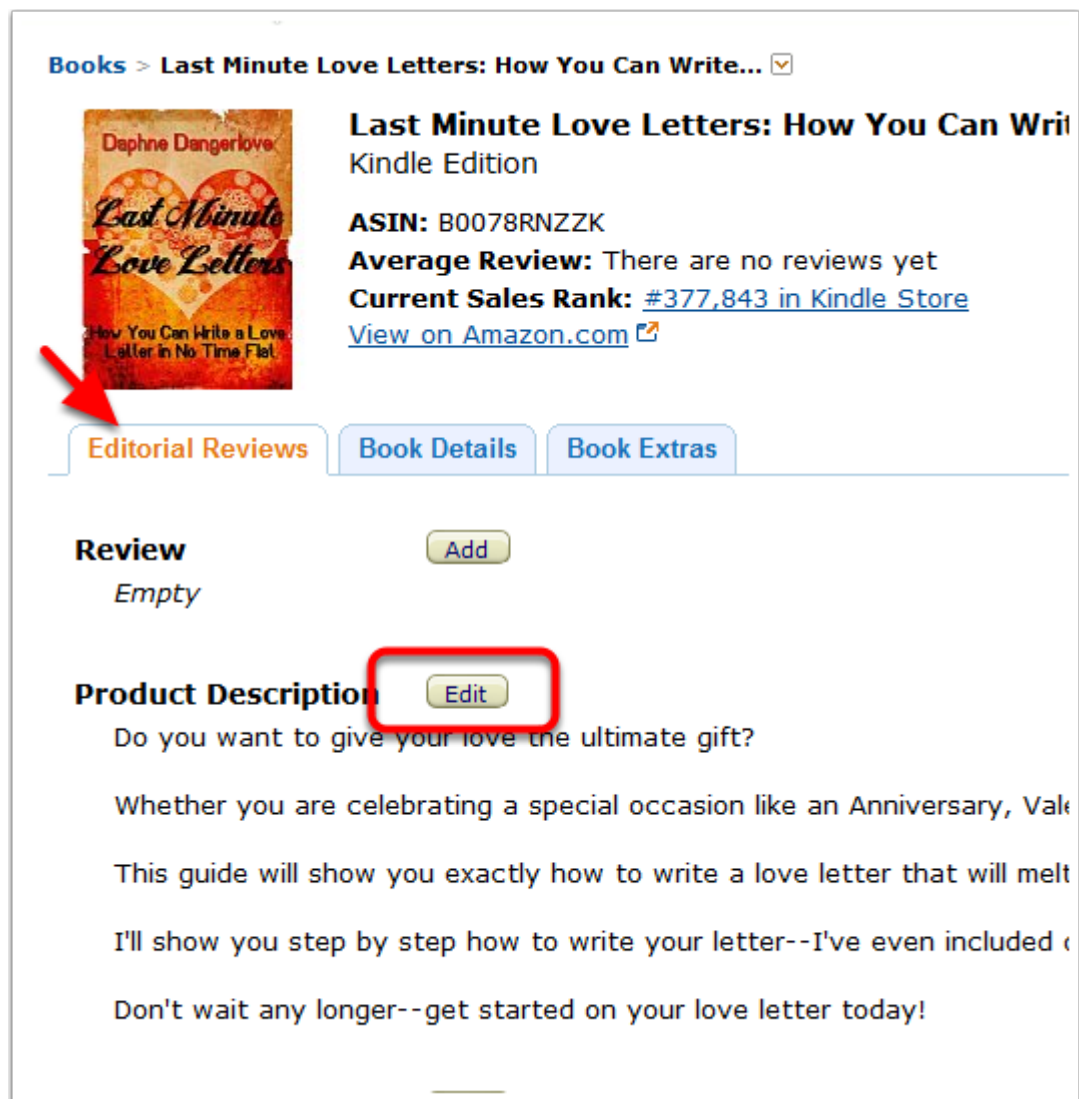



Last Minute Love Letters: How You Can Write a Love Letter in
Kindle Edition
Current Sales Rank: #376,572 in Kindle Store
Average Review: There are no reviews yet

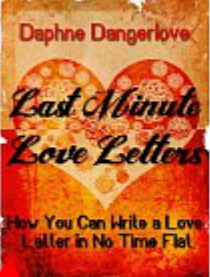
5. Your Book

The Editorial Reviews Tab will already be highlighted.


Click the **Edit** button next to **Product Description**.




Books > **Last Minute Love Letters: How You Can Write...** 




Last Minute Love Letters: How You Can Write
Kindle Edition

ASIN: B0078RNZZK
Average Review: There are no reviews yet
Current Sales Rank: [#377,843 in Kindle Store](#)
[View on Amazon.com](#) 

Editorial Reviews | **Book Details** | **Book Extras**

Review 
Empty

Product Description 

Do you want to give your love the ultimate gift?

Whether you are celebrating a special occasion like an Anniversary, Valentine's Day, or a wedding, this guide will show you exactly how to write a love letter that will melt their heart.

I'll show you step by step how to write your letter--I've even included a sample letter to get you started.

Don't wait any longer--get started on your love letter today!

6. Edit Your Product Description

The box that pops up gives you a simple rich text editor that allows you to add bold, italic, bullets and numbers.

All you need to do is highlight your text and apply the text decoration of your choice.

Click Preview when you are done so that you can see how it looks.

The screenshot shows the 'Edit review' interface. At the top, there's a title bar with 'Edit review' and a 'close' button. Below that is a 'Guidelines' section with text and a list of do's and don'ts. The main editing area has a toolbar with 'Format: B I' and icons for bulleted and numbered lists. The text in the editor is: 'Do you want to give your love the ultimate gift?' (bolded), 'Whether you are celebrating a special occasion like an Anniversary or a Birthday, a love letter is always the perfect gift.' (italicized), 'This guide will show you exactly how to write a love letter that will melt your spouse's heart. If you've ever had trouble putting your feelings on paper, this is the book for you.', 'I'll show you step by step how to write your letter--I've even included downloadable worksheets to guide you through the process quickly and easily.', and 'Don't wait any longer--get started on your love letter today!'. A 'Preview' button is at the bottom right. Red boxes and arrows highlight the toolbar and the 'Bold' and 'Italic' buttons.

Edit review close

Guidelines
If you are copying and pasting text from another text editing program, we recommend you use only a plain text editor like Notepad. Rich text editors like Microsoft Word often cause formatting issues which delay or prevent your request from processing.

What "Product Description" should include:

- An objective summary of the book's subject matter and genre. Think of the content on the back cover of most books.
- Up to 2400 characters (about 480 words)

What "Product Description" should not include:

- Spoilers! please don't reveal crucial plot elements.
- Phone numbers, mail addresses, URLs.

More details on "Product Description" guidelines [here](#).

Format: **B** *I*

Do you want to give your love the ultimate gift?

Whether you are celebrating a special occasion like an Anniversary or a Birthday, *a love letter is always the perfect gift.*

This guide will show you *exactly how to write a love letter* that will melt your spouse's heart. If you've ever had trouble putting your feelings on paper, this is the book for you.

I'll show you step by step how to write your letter--I've even included downloadable worksheets to guide you through the process quickly and easily.

Don't wait any longer--get started on your love letter today!

Preview

7. Saving Your Changes

If you are happy with your book description, click **Save Changes**.

Click **Go Back** if you want to make additional changes.

Your book description changes should be live on Amazon in a few hours. (Amazon will tell you it can take up to 5 business days but I have never had it take more than a couple of hours.)

Preview your review close X

Your changes have not yet been saved
Please review your content and click 'Save changes' to continue.

Do you want to give your love the ultimate gift?

Whether you are celebrating a special occasion like an Anniversary, Valentine's Day or a Birthday, *a love letter is always the perfect gift.*

This guide will show you **exactly how to write a love letter** that will melt your spouse's heart. If you've ever had trouble putting your feelings on paper, this is the book for you.

I'll show you step by step how to write your letter--I've even included downloadable worksheets to guide you through the process quickly and easily.

Don't wait any longer--get started on your love letter today!

[Go back](#) [Save changes](#)

8. Check your Product Page

Make sure you come back in a few hours to check your changes and make sure everything looks the way you want it. If you need to make some adjustments, [Author Central is just a click away!](#)

The Self Publishing Toolkit is Your One Stop Shop for Self Publishing Resources

This guide is a production of The Self Publishing Toolkit. ©2012 Daphne Dangerlove.

[Please contact me](#) if you have any questions or visit [the Self Publishing Toolkit](#) for more Tutorials.



THE
SELF-PUBLISHING
TOOLKIT

