

# **Sending Your Documents for Conversion**

Each Kindle has its own unique e-mail address. When you e-mail personal documents to your Kindle, they are automatically converted to a Kindle-friendly format.

To set up your Kindle e-mail address, follow the steps below:

1. On your computer, open your web browser and go to <http://www.amazon.com/manageyourkindle> (U.S. and other countries) or <http://www.amazon.co.uk/manageyourkindle> (U.K. customers)
2. Sign-in to your Amazon account.
3. In the Your Kindle(s) section, choose the Kindle you want to set up an e-mail address for and select "Edit Info."
4. In the Kindle E-mail Address text field, change the first part of the e-mail address to what you would like it to be. The [kindle.com](http://www.kindle.com) will automatically be appended.
5. Select "Update information" to save your changes.

Your Kindle will only receive converted files from e-mail addresses you have authorized on the Manage Your Kindle page to help prevent spam. The default setting dictates that only items sent from your Amazon account e-mail address will be forwarded. You can add e-mail addresses to the list by visiting <http://www.amazon.com/manageyourkindle> (U.S. and other countries) or <http://www.amazon.co.uk/manageyourkindle> (U.K. customers).

In Manage Your Kindle, add the addresses of your friends, co-workers, or anyone else you would like to enable to send you files:

1. In the Your Kindle Approved E-mail List section on the Manage Your Kindle page, enter the e-mail address in the blank box.

Once you have set up the e-mail addresses, you can send and convert your personal documents by following the steps below:

1. Attach your document to a new e-mail or forward an existing e-mail that has a document attached. A subject is not required.
2. Address the e-mail to your Kindle e-mail address. For Kindle Wi-Fi only models, personal documents are delivered at no charge. For Kindle models that include 3G, you can avoid 3G delivery fees for the personal document service by addressing the email so that the

second part of your Kindle e-mail address is @[free.kindle.com](mailto:free.kindle.com). The document will be delivered to your Kindle when your Kindle is connected via Wi-Fi and it will also be e-mailed to your Amazon e-mail address. If Wi-Fi is not available, you can transfer the personal document to your Kindle's documents folder by connecting your Kindle to your computer.

3. Send the e-mail.

*Tip: If you want to convert PDF file(s) to Kindle format, you can do so by adding the word "convert" in the e-mail subject line. Converting PDF files to Kindle format allows you to use some features not available for PDF files, such as Text-to-Speech.*

For details on fees, see the topic "[Fees for Personal Document Service](#)" at Amazon's website.

The conversion service is meant for the receipt of personal, non-commercial documents only. You may not authorize the sending of documents from automated distribution services.

## **Fees for Personal Document Service**

Fees for transfer of personal documents to the Kindle via Whispernet are based on the size of the file submitted (before compression if you use a .zip file), your country, and where you're accessing Whispernet. Fees will only be charged for documents that are successfully received wirelessly to your Kindle. (Personal Document Service is not available via Whispernet in Canada. Please see [Sending Personal Documents to Kindle](#) for information about e-mailing personal documents to your computer for USB transfer to your Kindle.)

- **Kindle (U.S. Wireless) user:** We'll send personal documents to your Kindle via *Whispernet* while inside the U.S. wireless coverage area for a fee of \$.15 per megabyte.
- **Kindle (Free 3G) user living in the United States:** If you transfer personal documents to your Kindle via *Whispernet* while inside the United States, the fee is \$ .15 per megabyte. When traveling outside the United States, a fee of \$.99 per megabyte will apply.

Fees are rounded up to the next whole MB and apply to each personal document delivered via *Whispernet* to each Kindle. You can transfer personal documents to your Kindle via USB for free at anytime.

## **Setting your Personal Document Charge Limit**

You have the option to set the maximum amount you wish to pay per document for the Personal Document Service. If the conversion fee for any single document you e-mail for wireless delivery to your Kindle via *Whispernet* exceeds the maximum, the document will be sent to your [@freelindle.com](mailto:freelindle.com) address and a notification will be sent to your Kindle.

### **To set the Charge Limit for Personal Document Service:**

1. Visit the [Manage Your Kindle](#) Page.
2. Scroll down to the "Your Personal Document Charge Limit" section.
3. Enter your preferred maximum charge value.
4. Click the "Update limit" option when finished.

The limit you set is a per document limit. If you send multiple documents for conversion in a .zip file, the total aggregated charge for conversion of all the documents may exceed your per document limit and conversion and delivery will be successful.

### **Aggregation of Fees for Personal Document Service**

Consecutive orders for Personal Document Service via *Whispernet* that cost less than \$5.00 may be combined into one transaction and appear as a single charge on your credit or debit card billing statement.

### **Free Transfer of Personal Documents**

If you would like to transfer your personal documents to your Kindle for free, you can send attachments to "name"[@free.kindle.com](mailto:free.kindle.com) to be converted and e-mailed to your computer at the email address associated with your Amazon. com account log-in. You can then transfer the document to your Kindle using your USB connection.

For example, if your Kindle email address is [Jay@Kindle.com](mailto:Jay@Kindle.com), send your attachments to [Jay@free.kindle.com](mailto:Jay@free.kindle.com).