

# INSTRUCTIONS FOR USING DWS-BOOKTEMP\*

LibreOffice Templates for Novels and Technical eBooks, Paperbacks,  
& Reports

by

**David Snow**

Edition: 25.03.0

## ***METADATA BLOCK***

<p><b>Title:</b> <i>Instructions for using DWS-BookTemp*</i> <b>Author:</b> David Snow <b>File:</b> DWS-BookTemp-Instructions.odt <b>Created:</b> 2020-05-16 07:36:13 AM <b>Last Modified:</b> 2025-02-24 08:22 AM (Rev#453) by David Snow <b>Copyright</b> © 2020 David Snow <b>Length:</b> 34 pages, 10179 words, 632 paragraphs, 59393 chars, 5 tables, 2 images, 1 objects.</p>
---

This document is licensed under a CC0 ([CC0 1.0 Universal](https://creativecommons.org/licenses/by/4.0/)) license.

**Warning:** When viewing PDF files at GitHub, hyperlinks and links in the Table of Contents may not be clickable! In the actual PDF files, after downloading they are.

# TABLE OF CONTENTS

Metadata Block.....	1
<b>Table of Contents.....</b>	<b>2</b>
List of Figures.....	3
List of Tables.....	3
List of Appendices.....	3
<b>Introduction.....</b>	<b>5</b>
<b>Conventions Used.....</b>	<b>6</b>
<b>1 - Software Installation on macOS &amp; Windows.....</b>	<b>7</b>
<b>2 - For Non-US Users.....</b>	<b>8</b>
2.1 - Other Page sizes.....	8
2.2 - Non-English Left-to-Right Language.....	9
2.3 - Right-to-Left Language.....	9
<b>3 - New Book Project Setup.....</b>	<b>9</b>
3.1 - To Get Your Book into Jutoh (for eBooks Only).....	9
3.2 - To get an EPUB3 (for eBooks Only).....	10
3.3 - To get a Kindle File (for eBooks Only).....	10
3.4 - Viewing on an iPad (for eBooks Only).....	10
<b>4 - Avoid These Styles &amp; Features.....</b>	<b>10</b>
4.1 - For all word processing.....	11
4.1.1 - Direct Formatting.....	11
4.1.2 - Using the ruler to adjust margins.....	11
4.1.3 - Low-resolution Screenshots & Images.....	11
4.1.4 - Multiple Enter/Returns for Vertical Spacing.....	11
4.1.5 - LibreOffice Writer Master Documents.....	11
4.2 - For eBooks.....	12
4.2.1 - Tabs or Multiple Spaces for Horizontal Alignment.....	12
4.2.2 - Emoji, Wingdings or Odd Characters.....	12
4.2.3 - Alphabetical Index.....	12
4.2.4 - Fontwork.....	13
4.2.5 - LibreOffice Writer Math Formulas.....	13
4.2.6 - OLE Objects.....	13
4.2.7 - Two-column or Mixed Aspect Ratio pages.....	13
<b>5 - Working with Templates.....</b>	<b>13</b>
<b>6 - K.I.S.S.....</b>	<b>14</b>
6.1 - Order Is Important And Often Difficult.....	14
<b>7 - Cutting-and-Pasting.....</b>	<b>15</b>
<b>8 - Semi-automated Cleanup.....</b>	<b>16</b>

8.1 - Regex Syntax.....	17
<b>9 - LibreOffice Customization.....</b>	<b>19</b>
9.1 - Areas that are available to customize are:.....	19
<b>10 - Fonts.....</b>	<b>20</b>
10.1 - Font Characters.....	21
10.2 - Fonts in Paperbacks.....	21
10.3 - Fonts in eBooks.....	21
10.4 - Common Default Fonts.....	21
10.5 - Jutoh's Font Choices (for eBooks Only).....	22
10.5.1 - Jutoh Generic Font Settings.....	22
10.5.2 - Embedding Fonts.....	22
<b>11 - Post Processing Steps.....</b>	<b>23</b>
11.1 - For all books.....	23
11.2 - For Printed books.....	23
11.3 - For eBooks.....	24
<b>12 - Making Book Covers From Scratch.....</b>	<b>24</b>
<b>Appendices.....</b>	<b>25</b>
LibreOffice.....	25
Jutoh.....	25
Kindle.....	26
Misc.....	26
Have a Backup Plan – Follow The Plan.....	27
Keep Your Operating System and Applications Current.....	28
Have a Sane and Secure Password Strategy.....	28
Keep Your Computer Clean, Cool and Physically Secure.....	28
Have a “Guest” Wi-Fi Password.....	28
Remote Access & Holes Through your Firewall.....	28
Steps For Making a New Release.....	29
DWS-BookTempTech.....	29
DWS-BookTempNovel.....	30
DWS-BookTemp-Instructions.....	31
README files.....	31

## ***LIST OF FIGURES***

Figure 1: LibreOffice Writer Icon.....	4
Figure 2: LibreOffice Calc Icon.....	4

## ***LIST OF TABLES***

Table 1: RegEx for Cleanup.....	16
---------------------------------	----

## ***LIST OF APPENDICES***

A. Internet Resources.....	25
----------------------------	----

B. Best SOHO Computer Practices.....	27
C. Template Differences.....	28
D. Software Version Control (Git).....	32



*Figure 1: LibreOffice Writer Icon*



*Figure 2: LibreOffice Calc Icon*

# INTRODUCTION

**T**his file contains the instructions for making/using the following templates.

1. **DWS-BookTempNovel**—EPUB3 eBook, Kindle, & 5”x8” Paperback.
  2. **DWS-BookTempTech**—EPUB3 eBook, Kindle, & 6”x9” Paperback.
  3. **DWS-BookTempReport**—PDF for print only. (8.5”x11” )
  4. **DWS-BookTempMaster**—EPUB3 eBook, Kindle, & 6”x9” Paperback.
  5. **OutTakes.odt**—A place to store text that has been cut from your work that you might want to reuse.
- The first template is for a novel.
  - The second is for a light technical book. It is *assumed* that book templates will produce a PDF file for printed publications and an EPUB3 file for an eBook. Amazon Kindle likes EPUB3 files as input for Kindle books.
  - The third template is designed for reports that will be published as PDF files only.
  - The fourth template is a “master” that the first two are derived from.

Look at the Table of Contents to decide what sections you need to read, and when you might need to read them. This file should not be read from beginning to end, it is a set of resources to be used as needed.

# CONVENTIONS USED

- I style LibreOffice Writer menu commands like **File** | **Save**. If a command brings up a pop-up window that has tabs, I *may* also include the name of the tab in the command. **Note:** Some pop-ups have as many as 20 tabs!
- I usually don't show keyboard shortcuts, since they are different for Windows and macOS. **Note:** The menu commands are the same for both Windows and macOS with one major exception. On macOS, **Preferences** are under the **LibreOffice** label. On Windows it is called **Options** and is under the **Tools** menu.
- On Windows, the Menu Bar is part of the window. On macOS, it is at the top of the screen. Screenshots taken on macOS have the window moved up to the left-hand corner to make them similar to Windows.
- LibreOffice comes with several toolbars and icon sets. You are free to use any one of the dozen icon styles. The setting is in **Preferences/Options** | **View** under icon styles.
- I always have the sidebar visible. **View** | **Sidebar** is checked. This gives easy access to the Styles Pane, the Navigator Pane and the Properties Pane.
- Named paragraph and character styles are in square brackets, like [List Entry].
- Warnings are in bold red like: “**Warning:** Don't eat Tide pods.”
- Tips are in bold blue like: “**Tip:** Backup your work offsite daily!”
- **Note:** On black-and-white devices and paper, both the red and blue text looks gray. This is why I also use a monospaced font to make the text stand out.
- I have styled a few strings that you must enter exactly right for each new project like this:  
**Type this exactly right**  
This is done to make copy-and-paste easy.

# 1 - SOFTWARE INSTALLATION ON MACOS & WINDOWS

**I**nstallation of programs listed here are typical of other programs installed on macOS and Windows.

1. In your Documents folder<sup>1</sup> create a folder called **MyEbooks**.<sup>2</sup> Create a shortcut/alias for the MyEbooks folder and place it on your desktop, if you like Desktop icons.
2. Inside the **MyEbooks** folder, create a folder named **NewBook**. This will be used for a test document later.
3. Copy the **DWS-BookTemp-main.zip** file from [GitHub.com/DavidWSnow/DWS-BookTemp](https://github.com/DavidWSnow/DWS-BookTemp) to MyEbooks and unzip/extract the files into MyEbooks. Rename the directory **DWS-BookTemp-main** to **MyEbooks/DWS-BookTemp**.  
**Note:** You will find “Download ZIP” under the green “Code” button at GitHub.
4. You should also create several folders inside MyEbooks:
  - (a) ZZZ-JutohBook
  - (b) ZZZ-LibreOfficeDocs<sup>3</sup>
  - (c) ZZZ-Fonts
5. **Optional:** The ZIP file contains a “Fonts folder.” In it is a copy of Google’s Handlee handwriting font. Some templates use this font for the [Handwriting] style. If you are planning on writing anything that might have a handwritten love-note or suicide-note, then install this TTF font by double-clicking on it.
6. Install LibreOffice from [www.libreoffice.org/download/download](http://www.libreoffice.org/download/download) This is a big download. Double-click on it and follow the instruction. LibreOffice installs are similar to others on your computer system (Windows or macOS).
7. Start LibreOffice up and go **LibreOffice** | **Preferences** macOS or **Tools** | **Options** on Windows and fill in or correct the preferences for your computer environment. **Name, address, paper size, language, etc!**
8. In the DWS-BookTemp folder double-click on DWS-BookTempNovel.odt<sup>4</sup>. The novel template will open up. Do **File** | **Templates** | **Save as Template** to “My Templates” with the name **DWS-BookTempNovel**. This will be the template that you will use to start any new **NOVELS**. Do the same

- 
- 1 In this document the words *folder* and *directory* have the same meaning. The same applies for *shortcut* and *alias* when they apply to files, folders or directories.
  - 2 There is nothing special about the **MyEbooks** name, you can call it what you want. However, in this documentation I’ll refer to it as **MyEbooks**.
  - 3 I prepend ZZZ- to the directory names so that they will be located at the end of the directory listing when sorted A-Z.
  - 4 The file extension on these two files may be either “.odt” or “.ott” depending on how they were distributed.
-

with DWS-BookTempTech.odt and save it as a template **DWS-BookTempTech**. Do the same with DWS-BookTempReport.odt and save it as a template **DWS-BookTempReport**.

9. Download the latest *LibreOffice Writer Guide* from: [documentation.libreoffice.org/en/english-documentation/](http://documentation.libreoffice.org/en/english-documentation/) to ZZZ-LibreOfficeDocs. This is the full documentation for LibreOffice Writer. It is a good source for examples. All of LibreOffice's documentation is available on this page in several formats. **Note:** Often the latest version may be one version behind the current software.
10. **Optional. If you are writing an eBook:** You will need Jutoh 3 to format the LibreOffice Writer file into an EPUB3 file. Install Jutoh from [www.jutoh.com/download.htm](http://www.jutoh.com/download.htm) This software costs \$45 and is well worth the money. You can try this software free for 30 days with minor limitations if you wish to try it out first.
  - (a) Copy *Master Digital Publishing with Jutoh 3* from: [www.jutoh.com/books.html](http://www.jutoh.com/books.html) in both ODT format and as a Jutoh Project to MyEbooks/ZZZ-JutohBook. This is great documentation on using Jutoh. It is a great source of examples for both LibreOffice and Jutoh.
  - (b) Install Amazon's Kindle Previewer ([tinyurl.com/y84exbka](http://tinyurl.com/y84exbka)). This will allow you to see how your book will look on an eReader.
  - (c) You may also want other eReader software such as Adobe's [Digital Edition](#), Apple's Book app and/or [Calibre](#) installed on your system to view your eBooks. At some point you may want to add these viewers to Jutoh's **Preferences/Options** under "Helpers." This will allow you to launch directly from Jutoh for quick viewing of the ".mobi" and "epub" files.
11. **Optional:** Install Zotero from [www.zotero.org](http://www.zotero.org). The LibreOffice Writer extension requires Java JDK to be installed on your system. Zotero is useful if you have a lot of academic citations in your documents. Zotero maintains a database of them for you and can format citations and the bibliography for almost any style required by universities or journals. This is a great research tool!
12. You now have the software needed to write your book. See the ***New Book Project Setup*** section on how to start your first book with this process.

## 2 - FOR NON-US USERS

**T**he DWS-BookTemplates are set up for US users—English language with 8.5"x11" paper in their printer and US keyboards. Others users *may* have to make some minor changes to the templates and then **Files | Templates | Save as Template** them.

**Tip:** You should create a new template name—like **DWS-TemplateTechIS-A4** to keep them separate. ([ISlandic](#) and [A4](#) paper)

### 2.1 - OTHER PAGE SIZES

After loading a template, in the Styles Pane select "Applied Styles" and "Page Styles."



- In each of the 8 page styles, change the “Paper Format” to your normal paper size. For example, A4.
- If you are making a paperback book, you will ultimately want to change these again to the actual trim-size for your paperback book.

## 2.2 - *NON-ENGLISH LEFT-TO-RIGHT LANGUAGE*

- In LibreOffice Writer’s Preferences/Options make “Language Settings” are set for your language, date and number format etc.
- Each operating system has its own way of dealing with non-US keyboards to allow you to enter accented or language unique characters. I **assume** that you already know how to enter these characters for your language and operating system. If not, you will have to Google it.
  - Mac users see ([www.youtube.com/watch?v=vEl2zII-Pzs](http://www.youtube.com/watch?v=vEl2zII-Pzs)) on how to enter these characters.
  - Windows users see ([www.youtube.com/watch?v=6WolRzIbECU](http://www.youtube.com/watch?v=6WolRzIbECU)) on how to enter these characters.
- Make sure that you have the LibreOffice Writer dictionary loaded for your language(s). If you are having issues with spell-checking change the settings for names styles, such as [Body Text] and [Body Text First Indent], for your language. These may be pointing to US English rather than your default language.

## 2.3 - *RIGHT-TO-LEFT LANGUAGE*

- Good Luck! I have no idea how to do this.

# 3 - NEW BOOK PROJECT SETUP

**T**hese are the steps when setting of for any new book, report or short story:

1. Decide on a short alphanumeric “Working Name” for your project—an abbreviation for the title. In my example, the ID will be **NewBook**.<sup>5</sup>
2. Read and follow technical/novel \$\$\$ template chapter ***DWS How To Use This Template***, it covers the instructions that used to be here about starting a new book project with LibreOffice Writer.

## 3.1 - *TO GET YOUR BOOK INTO JUTOH (FOR EBOOKS ONLY)*

**Note:** Jutoh, like LibreOffice, wants to store files in your documents directory. The first time you must force it to look for and store them in your **MyEbooks/NewBook** directory. Once you have told it where you want them, Jutoh will remember.

---

<sup>5</sup> There is nothing special about the name **NewBook**, you can use any name that you want. However, in this document I’ll refer to it as **NewBook**.

See the section in DWS-BookTemp\* called “Jutoh Steps”. **Hint:** you can search for it in LibreOffice.

### 3.2 - TO GET AN EPUB3 (FOR EBOOKS ONLY)

1. In your ODT file: **Tools | Update | Update All** to update the indexes. Then Save the file.
  - (a) You need to update the TOC etc. every time that you change your ODT file and import it into Jutoh.
  - (b) You may want to alter the TOC format to not have page numbers for the Epub, since page numbers have no meaning in eBooks. **A better idea is to delete the TOC and let the EPUB process make a single level TOC.**
1. Start the Jutoh app. **File | New | New Project** and fill in the data on your project. I set the Project Folder to be the same folder that my source files are in rather than Jutoh's default. Import the ODT file for your book. In the Advanced Options select: Discard Empty Paragraphs, and Convert Tabs to 4 spaces. In the Formats list clear all and select EPUB3. Click Next a couple of times.
2. Set “Split by Style” to:  
**Copyright Text | Half Title | Book | Part | Heading 1 | Heading 1 \* | Blank Page**  
**Note:** By default Jutoh only splits on Heading 1.
3. Select your cover; “Finish”
4. At the lower left of Jutoh, Select “EPUB 3” from the drop-down “Configuration”
5. Click “Edit” and Search for “Styles with generic font names” Enter  
**Appendix | Body Text San-Serif | Blank Page | Bibliography Heading | Book\* | Caption | Contents Heading | Copyright | Chapter Subtitle | Contents Heading | Drawing | Endnotes Heading | Figure\* | Footer\* | Half Title | Header\* | Heading \* | Illustration | Part | Subtitle | Table | Table Caption | Table Heading | Title | Code | Handwriting | Menu-Shortcut | Tip | Warning | SanSerif Text**
6. Click “Compile” and “OK” on the popup.
7. When the compile is finished, Click “Check” and look for “Errors”. **Note:** “Warnings” and “Tips” are fine.
8. **File Export | Epub** then select “Epub 3”. “Check All” on the popup.
9. **File | Save** your Jutoh Project
10. **Note:** To re-import the ODT file: **File | Import | Reimport Project** is all that should be necessary after making any edits to your ODT file. You will also need a bunch of “Next” clicks, but the data should be filled in.
11. For the output locations, located the file in the same directory as your ODT source. The output name should end with “Epub3.epub”. You can read and check this with any Epub-reader. MacOS uses the “Books.app”. On Windows you will need to install one, such as Amazon's Kindle Previewer.
12. When the operation is complete, scroll through the “Errors” pane. There should only be “TIP” and “WARNING” lines. In your **MyEbooks/NewBook** directory you should have a **NewBook\_Epub3.epub** file. If you have set up **Preferences/Options | Helpers**, you should be able to click **Launch**. If not, clicking on the files will launch the default eReader.

**Note:** You can use the Kindle Previewer for viewing EPUB3 files.

### **3.3 - TO GET A KINDLE FILE (FOR EBOOKS ONLY)**

To test what your book would look like on a Kindle, Amazon recommends using the Kindle Previewer rather than the Kindle app or even an actual Kindle. The Kindle Previewer prefers an EPUB3 file rather than a MOBI file. However, it will take either.

You can either just point the Kindle Previewer to the EPUB3 file above or you can create a MOBI file but selecting “Kindle” in step 1 of To Get An Epub.

When you submit to Amazon KDP, they will also take an EPUB file.

### **3.4 - VIEWING ON AN IPAD (FOR EBOOKS ONLY)**

See Jutoh’s Knowledge Base ([www.jutoh.com/kb\\_html.html](http://www.jutoh.com/kb_html.html)) KB0284.

## **4 - AVOID THESE STYLES & FEATURES**

**T**his chapter is a list of LibreOffice Writer capabilities that you should avoid if you are doing an eBook. Many of these are because eBooks are very different from printed books and that these capabilities aren’t supported in eReaders or the conversion process.

### **4.1 - FOR ALL WORD PROCESSING**

#### **4.1.1 - DIRECT FORMATTING**

*Direct Formatting* is when you use the **Font** and **Type-Size** drop-downs, **B, I, U, Align Left, Align Center, Align-Right, Justify** buttons on the toolbar for formatting blocks of text. You are better off using *named paragraph or character styles*. You should create or adjust named styles to have these attributes if you need them.

Watch this YouTube video ([tinyurl.com/y9hmxcje](http://tinyurl.com/y9hmxcje)) about the issues with direct formatting. This video uses MS Word, but the issues are the same for any word processor.

#### **4.1.2 - USING THE RULER TO ADJUST MARGINS**

You want consistence. Don’t use the ruler to adjust margins and paragraph indents. Adjust them in the named paragraph styles.

### 4.1.3 - LOW-RESOLUTION SCREENSHOTS & IMAGES

If your book has screenshots, they should be taken on a high-res screen. The 4K screen on my 21.5" iMac has about four times the dots than the 24" 1080p HD external screen on my MacBook Air. You want the images in your book to be at least 300 dots per inch. In the eBook and paperback the low-res screens will look fuzzy.

### 4.1.4 - MULTIPLE ENTER/RETURNS FOR VERTICAL SPACING

If you really need to control the vertical spacing, set the "above paragraph" or "below paragraph" spacing in the paragraph style. **Note:** If you find a place where you absolutely need extra horizontal space, **Insert | Formatting Mark | Insert Non-Break Space** in the empty paragraph.

### 4.1.5 - LIBREOFFICE WRITER MASTER DOCUMENTS

**Note:** I recommend that you avoid this because it is too complex for most situations.

LibreOffice Writer has a concept where a master document *links-in* sub-documents. It sounds great for projects with multiple writers or where several parts will be reused in other documents. I tried it and found it very frustrating:

- I often had 6-8 LibreOffice Writer windows open, with the master document write protected. It was very confusing!
- Cross-references didn't appear to work across sub-documents.

## 4.2 - FOR EBOOKS

**Warning:** If you are creating an eBook avoid the following additional LibreOffice Writer features. These features don't work well on eReaders. Some are because they have limited fonts, others are because HTML has no counterpart, other are just the lack of proper support.

### 4.2.1 - TABS OR MULTIPLE SPACES FOR HORIZONTAL ALIGNMENT

eBooks are written in HTML which has no concept of tabs and the output will look very different. Multiple spaces become a single space.

1   2        3        4        5        6 tabs at .5" spacing.

#### Notes:

1. LibreOffice Writer inserts tabs in the Table of Contents and in some lists. Jutoh seems to know how to handle these.
2. In Jutoh 3.09+ has a setting to convert tabs to a number of spaces. This helps a little. I set a tab equal to 4 spaces.

## 4.2.2 - EMOJI, WINGDINGS OR ODD CHARACTERS

When you are writing a PDF with LibreOffice Writer you have all the fonts on your computer and all the gallery of clip art available to you. These can be placed into the PDF file for a printed book. eReaders only have a limited set of fonts and those fonts may even have a subset of characters. 😊 😞 🧑 📞 📍 (5 emojis to the left)

The following characters appear to be available on most eReaders.

Regular, **Bold**, *Italic*, ***Bold-Italic*** (weight/style)  
Underline, ~~Strikethrough~~, SMALL CAPS, X<sup>1</sup>, X<sub>2</sub>  
abcdefghijklmnopqrstuvwxyz \$12,345,678.90  
ABCDEFGHIJKLMNOPQRSTUVWXYZ ®©™  
àáâãäåæ çć ċ èéêë ĩï ñ òóôõöø š ůúû ýþ ž  
ÁÁÂÃÄÅÆ ÇĆ Ć ÈÉÊË ÌÍ Î Ñ ÒÓÔÕÖØ Œ Š ÙÚÛÜ ÝÞ Ž  
-,,:. ‘¿?’ “!” ” ( ) [#] {@} «/» ‹\*› &’ ” ` (punctuation)  
\_ - – — — … (underscore, hyphen, figure, en & em dashes, H Bar, ellipses)  
%\$€£¥¢ | ~§¶ \*\* (misc) fi fl ffi ffl (ligatures)  
^+÷/×•√∫Σ ≈<>≤± °∞∂∏∏ MΩΔβ ← ↑ → ↓ (math)

## 4.2.3 - ALPHABETICAL INDEX

To work in an eBook, the page numbers would have to be the actual links to the pages. Page numbers have no meaning in eBooks.

## 4.2.4 - FONTWORK

The text *may* make it into the eBook, but curve won't.

**Fontwork**

## 4.2.5 - LIBREOFFICE WRITER MATH FORMULAS

$$f(x) = \sum_{i=0}^{\infty} \frac{f^{(i)}(0)}{i!} x^i$$

Equation 1: Sample Equation

If you need formulas, use a tool like LibreOffice Math to create them, then take a screen capture and insert the image.

#### 4.2.6 - OLE OBJECTS

LibreOffice Objects like spreadsheet tables and graphs do not display eBooks.

#### 4.2.7 - TWO-COLUMN OR MIXED ASPECT RATIO PAGES

eBooks don't like two column pages or books with mixed aspect ratio pages.

## 5 - WORKING WITH TEMPLATES

**T**emplates in LibreOffice Writer usually contain blocks of text and a style sheet. Any document can be a template. LibreOffice Writer comes with several templates. You can view them via **File | Templates | Manage Templates**. During the installation process you saved templates via **File | Templates | Save as Template**. During the *New Project Setup* you created a new file from a template via **File | Templates | Manage Templates** and selected **DWS-BookTempNovel**.

You may want to change some styles or text blocks in **DWS-BookTempNovel.odt** to better meet your needs. All you have to do:

1. Edit DWS-BookTempNovel.odt and save it as a file.
2. **Templates | Save as Template** as DWS-BookTempNovel in My Templates.

The next time you edit any file created from that template, you will be asked if you want to update the styles and the new styles will be applied to your document.

**Warning:** You might want to name these as your own, so that there is no confusion when you update to a later version of my templates.

## 6 - K.I.S.S

**W**hen I started this project, it was not my intention to give tips on writing style.

Using named styles when formatting your work gives it visual consistency. Your writing also needs consistency. This means that you need some set of guidelines. Since the list of items that need to be consistent is long, you need a documented *elements of style*. I use Kate L. Turabian's (2018) from her book . It basically follows the *Chicago Manual of Style*. I use the (Author, Date) style for citations. Her book (<https://tinyurl.com/a4hrm3r8>) covers both research and writing. The eBook is well formatted, readable and only about \$15.

For novels, each character may have their own style of speaking. But the book still needs consistency. You can't use a mix of UK English words and American English words and spelling, punctuation, etc.

### **Keep It Simple!**

Ernest Hemingway had four rules for writing:

1. Use Short Sentences.
2. Use Short Paragraphs—especially first paragraphs.
3. Use “Vigorous” English.
4. Have a Positive Slant—rather than a negative one.

## **6.1 - ORDER IS IMPORTANT AND OFTEN DIFFICULT**

I just finished reading a novel by a famous author. It had over one hundred chapters, most with several scenes. I imagine that the author reordered the chapters and scenes *several times* during the creative process. Word processors make selecting then cutting-and-pasting large sections of text difficult and error-prone. Nothing is more irritating than misplacing a chapter that you worked hard to get the wording just right.

LibreOffice Writer's Navigator Pane shows a table of contents under “Headings.” You can right-click “Select” a heading, then cut-and paste. However, If all you want to do is move a scene or chapter earlier, you can “Promote Chapter” it. You can also “Demote Chapter” is as well.

I have selected [Heading 8] the style for my scene breaks. This makes them show up in the Navigator Pane, and also easy to reorder. **Nice and Simple**

While I am writing, I always have the Sidebar on the right. It has an icon for the Navigator Pane, and another for the Styles Pane. This allows you to easily re-order chapters and scenes, as well as selecting the correct style for text. I also keep the Find toolbar open at the bottom of the window for searching.

I also have a file **OutTakes.odt** where I can place text that I have written and don't know if or where, I will use. There is a sample of this file in the templates.

## 7 - CUTTING-AND-PASTING

**C**utting-and-Pasting text between two LibreOffice documents created from different style templates can be exciting. It only gets more exciting when the source is Microsoft Word or a web page. You are copying style information (but not page styles) as well as the text. You need to think what you really want the resulting paste to have:

1. Do you want to retain the source document's style and *if necessary* add new named styles to your destination document?
2. Do you want the result styled like the destination document? Same indents, font, type size, etc.?
3. What do you want to happen to any direct formatting or character styles within the copied text? Footnotes, Comments, Bibliography, References, etc. need to be considered as well!

LibreOffice only gives you a couple of paste options: **Paste**, **Paste Special**, and **Paste Unformatted Text**.

- Just plain **Paste** seems to retain the source's styles including bold and italics. If the source's "named style" exists in the destination document the text will be styled using the destination document's style. If not, then the source's named style is added to the destination's list of styles. **Direct Formatting** like bold and Italics are retained.
- **Paste Special** seems to use the destination's named style where the text is to be inserted. Bold and Italics styles are maintained.
- **Paste Unformatted Text** will only copy the text in the destination's style. You may need to manually add any bold italics etc.

Both **Paste** and **Paste Special** will try to copy footnotes, bibliography. References may be copied, but won't work unless you the source and destination are in the same document.

The best idea is to guess which paste you want, try it and if necessary undo and try another. For small operations this is easy, but when moving many pages it is difficult to see all potential issues.

## 8 - SEMI-AUTOMATED CLEANUP

**T**here are a number of things you might want to clean up prior to publishing. You should never use multiple spaces together, so you might want to do a global replacement of two-spaces with a single-space using **Edit | Find and Replace**.

It is possible to "Replace All" when searching for these regular expressions, I do not recommend this! I do recommend that you make a backup copy of your book prior to any large semi-automatic changes.



**Warning:** The list below is currently a work-in-progress.

*Table 1: RegEx for Cleanup*

Looking For	RegEx
Blank paragraph	^\$
Period space at end of paragraph	\. \$
Comma at end of paragraph	,\$
Dash at end of paragraph	-\$
Double space	
Tab	\t
End-quote at end of paragraph without punctuation	\w”\$
Missing end quote	“([^\"])*\$
Missing end single quote	‘([^\'])*\$
Missing space after period	\w[.](?!\d)[\w]
Missing start quote	^([^\"]*)”\$
No punctuation at end of paragraph	\w\$
Single quote at end of paragraph	’\$
Single quote at start of paragraph	^‘
Space after start quote	“\s
Space at the end of a paragraph	\s\$
Space at the start of a paragraph	^\s
Start double quote inside a start double quote	“([^\"]*)“
Space before end quote	\s“
Start double quote inside a start double quote	“([^\"]*)“
Wrong kind of double quote – double prime	”
Wrong kind of single quote – single prime	’
Space before en dash	\w\s+—\s*\w

Space after en dash	<code>\w\s*—\s+\w</code>
Space before em dash	<code>\w\s+—\s*\w</code>
Space after em dash	<code>\w\s*—\s+\w</code>
Space before ellipses	<code>\w\s+...\s*\w</code>
Space before ellipses	<code>\w\s*...\s+\w</code>

**Note:** Jutoh's is the source for many of these regular expressions. I prefer to clean up my LibreOffice Writer source prior to reimporting it into Jutoh.

## 8.1 - REGEX SYNTAX

Regular Expressions are a common tool for working with text in programming languages. LibreOffice Writer make this a bit more complex, because it uses Unicode characters not simple ASCII. When cleaning up text most of the things you are looking for are multiple space characters, a space after and opening quote, a space before a closing quote, etc. These all work with the “normal” regular expression syntax. Below is a short synopsis of the syntax. ***LibreOffice Writer has extra syntax covered here.*** ([tinyurl.com/y4zwf7zq](http://tinyurl.com/y4zwf7zq)).

- . - Any Character Except New Line
- \d - Digit (0-9)
- \D - Not a Digit (0-9)
- \w - Word Character (a-z, A-Z, 0-9, \_)
- \W - Not a Word Character
- \s - Whitespace (space, tab, newline)
- \S - Not Whitespace (space, tab, newline)
  
- \b - Word Boundary
- \B - Not a Word Boundary
- ^ - Beginning of a String
- \$ - End of a String
  
- [] - Matches Characters in brackets
- [^ ] - Matches Characters NOT in brackets

| - Either Or

() - Group

**Quantifiers:**

\* - 0 or More

+ - 1 or More

? - 0 or One

{3} - Exact Number

{3,4} - Range of Numbers (Minimum, Maximum)

## 9 - LIBREOFFICE CUSTOMIZATION

**L**ibreOffice, Microsoft Office and other programs often allow you to customize how their screens look and work. Normally you don't need to apply customizations other than user information, language and paper size. However, when you are using LibreOffice to write long pieces of work, there are several useful customizations.

### 9.1 - AREAS THAT ARE AVAILABLE TO CUSTOMIZE ARE:

- **Toolbars** — You can customize what toolbars are visible, where they are placed, what functions & icons they include.
- **Menus** — You can add and delete functions from the menus.
- **Keyboard Shortcuts** — You can change the default keyboard shortcuts as you require. You can also add new ones.
- **Events** — You can assign “macros” to many (about two dozen) events such as “save file”. This might allow you to create a macro to “update all” indexes prior to saving a document.
- **Autocorrect** — This allows for the correction of commonly misspelled words. But it is also useful for creating short key sequences that are *corrected* into much longer phrases. As an example “:dws:” could be set to enter “David W. Snow”. I use this to enter many typographic characters. In a Russian novel, I would use this as shortcuts for the long names.
- **Extensions** — A number of extensions for LibreOffice are available. These include dictionaries for many languages as well as more complex extensions. Since the English language tools are in the basic LibreOffice package, I haven't had to do much with extensions.

Some customizations are in **Options** | **Tools** | **Options** on Windows or macOS **LibreOffice** | **Preferences**. Others are in **Tools** | **Customize**. Some effect all of LibreOffice while others just effect Writer. Some effect all files while others can store their customizations for a single file.

Normally I don't do many customizations, I stick the defaults. However, I feel that the default toolbars had too many of the wrong functions and encourage bad practices. You should be using **named styles** rather than **direct formatting**. Using font selection, Bold, Italic, colored text from the formatting toolbar is a mistake.

While writing, I usually have the side sidebar visible and Styles Page showing “Applied Styles”. As for toolbars I have:

- **Standard** — at the top.
- **Formatting** — 2<sup>nd</sup> at the top.
- **Find** — At the bottom, for search for text etc.

## 10 - FONTS

Normally DWS-BookTemp\* templates are set up with the following fonts:

- Body Text as Google's *Noto Serif* at 10 points. (SIL Open Font License)
- Headings, Title Page, Headers, Footers as Google's *Noto Sans* in various sizes. (SIL Open Font License)
- Computer Code and Menu Items from software programs as Google's Noto Mono. (SIL Open Font License) In this font all characters are the same width as a typewriter or an old computer monitor.
- Google's *Handlee* (SIL Open Font License) handwriting font when I want to display a handwritten note. This font has only one style and only about 90 characters, it has all upper and lowercase characters. This font is not part of LibreOffice and must be loaded onto your computer if you are going to use it.

**Note:** DWS-BookTempReport use the same font families, but usually use smaller font sizes.

The various Google Noto (No Tofu<sup>6</sup>) ([en.wikipedia.org/wiki/Noto\\_fonts](https://en.wikipedia.org/wiki/Noto_fonts)) fonts are distributed with LibreOffice and are installed on your system as parts of LibreOffice. They make a good choice because they have many glyphs. Noto Sans and Noto Serif each have 72 styles/weights. Each has 2789 characters with 3243 glyphs. There are **too many** other Noto fonts for other scripts, such as Chinese.

Fonts have licenses. Some you get with your operating system—Windows, macOS or Linux. Some may come with your word processor—MS Word, LibreOffice, etc. Others come with other applications—like photo editors. Some may have been downloaded from the internet. Each is licensed under its own *End User License Agreement (EULA)*. Some you can only use for “personal use”—others “commercial use”. Some you may redistribute embedded in a eBook—others you aren't licensed to. If you look at the fonts on your computer it is impossible to tell where you got the font and what the terms of the license are. For this reason when writing books I only use fonts:

- That I have downloaded from the internet and that include the license. I keep a copy of the fonts that I use, along with the license, in a directory-per-font (ZZZ-Fonts)
- That have a “[SIL Open Font License](https://www SIL Open Font License)” or similar license, which allows me to use the font for commercial purposes and also redistribute it.
- I also check that the font has a very complete set of Latin-1 characters.
- I only want fonts that look good when printed on paper **and** look good on computer screens.

---

6 Tofu is the name for the little rectangular white boxes that computers use when they don't have a glyph for the character entered. Google's Noto Latin-1 fonts over 3,000 glyphs.

## 10.1 - FONT CHARACTERS

Below is the minimum set of Latin-1 characters that I want to see in a font.

Regular, **Bold**, *Italic*, ***Bold-Italic*** (weight & style)  
Underline, ~~Strikethrough~~, SMALL CAPS, X<sup>1</sup>, X<sub>2</sub>  
 abcdefghijklmnopqrstuvwxyz \$12,345,678.90  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ % ©®™  
 àáâãäåæ çć đ èéêë ĩī ñ òóôõöø š ůúû ýþÿ ž  
 ÄÁÃÄÅÆ ČĆ Đ ÈÉÊË ĨĨ Ñ ÒÓÔÕÖØ Œ Š ŮÚŮÝ ÞŽ Ž  
 (;,:.) ‘¿?’ “!” ” [#] {@} «/» ‹› `&' ~” (punctuation)  
 \_ - – — … (underscore, hyphen, figure, en & em dashes, H bar, ellipses)

| | |—| (space, NB space, NB hyphen, soft hyphen)

¢\$£¥€|^&st+! \*\* (misc)

+÷×•√∫Σ ≈≍≧± ∞∂ΠΜΩΔΒΘ ←↑→↓ (math optional)

## 10.2 - FONTS IN PAPERBACKS

When writing with LibreOffice Writer and creating a PDF file for a paperback, it is pretty much “what you see is what you’ll get.” The fonts should be encoded into the PDF and the book distributor can print them on paper. Some book distributors may ask for a copy of unusual fonts.

### 10.3 - FONTS IN EBOOKS

Fonts in eBooks are a complex subject. Normally, the reader gets to select the font for the entire book from a very limited selection of fonts built into the eReader. eReaders normally ignore font selections that the author made when writing. However, if you look at some eBooks you will notice, that chapter titles are in Sans Serif and the text is in a Serif font. So it is possible for the author to have some control.

## 10.4 - COMMON DEFAULT FONTS

Kindle's built-in fonts—Baskerville, Bookery, Caecilla, Palatino are Serif fonts. Amazon's built-in fonts: Ember, Futura, Helvetica, Lucida, and Open Dyslexic are Sans-Serif. Apple Book's Built-in Fonts—Athelas, Charter, Georgia, Iowan, Palatino are Serif fonts. San Francisco and Seravek are Sans-Serif fonts. Microsoft Word's current default is Calibri. LibreOffice Writer's default is Liberation Serif and Liberation Sans.

There are no common fonts. HTML, which is what eBooks are written in, also include generic font names: Serif, Sans-Serif, Cursive and Monospace. eReaders **should** make the best choice from their built-in fonts if you specify the generic font name. **Note:** Most eReaders don't have any Cursive fonts built-in. While many don't list a Monospaced font for the reader to choose, they usually actually include one.

## 10.5 - JUTOH'S FONT CHOICES (FOR EBOOKS ONLY)

I see three basic fonts choices within Jutoh:

1. Include no font information, and the reader choose one font for the entire eBook. This is Jutoh's default and what Amazon KDP prefers.
2. Force a small set of styles such as headings, headers and footer to be Sans-Serif using generic font names.
3. Embed one or more fonts in your eBook. This increases the book's size and complexity and may reduce your profit, as Amazon charges for the size of the download.

### 10.5.1 - JUTOH GENERIC FONT SETTINGS

1. In your Jutoh project properties (the Edit icon) for Epub3 configurations set:

(a) Set "Styles with generic font name" =

**Appendix | Body Text San-Serif | Blank Page | Bibliography Heading | Book\* | Caption | Contents Heading | Copyright | Chapter Subtitle | Contents Heading | Drawing | Endnotes Heading | Figure\* | Footer\* | Half Title | Header\* | Heading \* | Illustration | Part | Subtitle | Table | Table Caption | Table Heading | Title | Code | Handwriting | Menu-Shortcut | Tip | Warning | SanSerif Text**

**Tip:** copy-and-paste the above. Spaces are important.

2. In importing your LibreOffice Writer's ODT file, click in the "Advanced Options" and make sure that "Substitute Fonts" is set to "If font not found"

**Tip:** Each of these pop-ups has a search bar at the bottom. Search for "font".

### 10.5.2 - EMBEDDING FONTS

**Be prepared for a lot of work and testing to make this works!** Font names have to match exactly everywhere. See [JutohBook] page 164 for more info. See Jutoh Knowledge Base KB0084 for more details.

For example, the font file is Pacifico-Regular.ttf. In LibreOffice Writer it is font=Pacifico and typeface=Regular. Names are case-sensitive and spaces matter. You may need a font map to tell Jutoh that two names are the same.

**I recommend embedding fonts only as a last resort.** I have not needed it yet.

# 11 - POST PROCESSING STEPS

**N**ew Book Project Setup covered setting up a project, getting your book content into Jutoh, and getting an eBook (EPUB or Kindle) out. It also told you how to re-import your content into Jutoh. However, before you actually submit your final work to Amazon or another distributor there are many final tweaks that you might want to consider. That is what this section is all about.

## 11.1 - FOR ALL BOOKS

1. Make sure that **View | Show Tracked Changes** is disabled, so that changes are not included in your book.
2. Delete the DWS \* chapters from the book, if you haven't already done this.
3. Set the "Indent First line" and "Spacing Below" parameters for [Body Text] and [Body Text First Indent] to what you want for production, if you haven't already done so. **Tip:** Novels use indented paragraphs and technical books use non-indented paragraphs and about .05" space after each paragraph to differentiate paragraphs.
4. Decide if you want the *Book Description* chapter in your book. Leave it in, edit it, or delete it and save it somewhere else. You will need the content when submitting your book to a distributor. **Tip:** I save mine as **BookDescription.odt** in the same directory as the book.
5. Read through the comments and make sure that you paid attention to them. Then delete the comments.
6. If you used [Heading 7] and [Body Note] for outlining, be sure to look for the yellow items in the Navigator Pane and delete them, if you haven't already done this.

## 11.2 - FOR PRINTED BOOKS

1. The most common trim size for novels on my book shelf is either 4.25 x 7.5 or 4.25 x 6.75-inches. Neither of these sizes are listed in KDP's set of choices. You need to measure the size of similar books to yours to decide the correct trim size. When you have the desired trim size selected:
  - (a) In LibreOffice Writer's Styles Pane, with "Applied Styles" and "Page Styles" selected. Select each page style one-at-time and modify Paper Format Width and Height to the desired sizes. **Note:** You may have to make the inner margin (Gutter) bigger depending on the number of pages in your book.
  - (b) **Tools | Update | Update All** to update the Table of Contents et al.
2. **File | Export | Export as PDF** and check the following boxes: Range = All, JPEG Compression = 90%, Export Automatically Inserted Blank Pages.
  - (a) Examine the result visually and make sure that it looks correct. Print a few pages and see that the text area is the desired size.
  - (b) Get the exact page count at the current trim size and adjust the width of the full cover with the correct spine width. Save the resulting PDF file for submission.



## 11.3 - JUTOH STEPS FOR EBOOKS

Using ODT's Table of Contents in an EPUB is a Pain-in-the-ass and often causes errors in Jutoh. Since Jutoh generates the normal EPUB TOC, I suggest that you use it for your EPUB.

1. Now you need to create two source files: one for you paperback, and one without ODT's Table of Contents, for you Epub.
  - (a) Make a copy of the file with ODT's TOC with "eBook" in the name.
  - (b) Using the Navigator select the Table of Contents in this file and "Delete Heading" Save this file.
  - (c) Use this file for the remaining Jutoh Steps.
2. Start the Jutoh app. **File | New | New Project** and fill in the data on your project. I set the Project Folder to be the same folder that my source files are in rather than Jutoh's default. Import the ODT file for your book. In the Advanced Options select: Discard Empty Paragraphs, and Convert Tabs to 4 spaces. In the Formats list clear all and select EPUB3. Click Next a couple of times.
3. Set "Split by Style" to:  
**Copyright Text | Half Title | Book | Part | Heading 1 | Heading 1 \* | Blank Page**  
**Note:** By default Jutoh only splits on Heading 1.
4. Select your cover; "Finish"
5. At the lower left of Jutoh, Select "EPUB 3" from the drop-down "Configuration"
6. Click "Edit" and Search for "Styles with generic font name" Styles with generic font names"; Enter  
**Appendix | Body Text San-Serif | Blank Page | Bibliography Heading | Book\* | Caption | Contents Heading | Copyright | Chapter Subtitle | Contents Heading | Drawing | Endnotes Heading | Figure\* | Footer\* | Half Title | Header\* | Heading \* | Illustration | Part | Subtitle | Table | Table Caption | Table Heading | Title | Code | Handwriting | Menu-Shortcut | Tip | Warning | SanSerif Text**
7. Click "Compile" and "OK" on the popup.
8. When the compile is finished, Click "Check" and look for "Errors". **Note:** "Warnings" and "Tips" are fine.
9. **File Export | Epub** then select "Epub 3". "Check All" on the popup.
10. **File | Save** your Jutoh Project
11. **Note:** For reimport the ODT file: **File | Import | Reimport Project** is all that should be necessary after making any edits to your ODT file. You will also need a bunch of "Next" clicks, but the data should be filled in.
12. For the output locations, located the file in the same directory as your ODT source. The output name should end with "Epub3.epub". You can read and check this with any Epub-reader. MacOS uses the "Books.app". On Windows you will need to install one, such as Amazon's Kindle Previewer.
13. When the operation is complete, scroll through the "Errors" pane. There should only be "TIP" and "WARNING" lines. In your **MyEbooks/NewBook** directory you should have a **NewBook\_Epub3.epub** file. If you have set up **Preferences/Options | Helpers**, you should be able to click **Launch**. If not, clicking on the files will launch the default eReader.

**Note:** You can use the Kindle Previewer for viewing EPUB3 files.

**Note:** LibreOffice Writer does not have the capability to handle the functions that the above two items accomplish with Jutoh. The first forces page-breaks at places other than [Heading 1]. The second one forces the use of generic fonts for in each of the named paragraph and character styles listed above. No fonts need to be embedded!

## 12 - MAKING BOOK COVERS FROM SCRATCH

**T**his section describes the steps for creating covers from scratch. I used Affinity Photo, but similar steps would work in any capable image editor that supported layers.

You will need two types of covers:

1. A JPEG image for the eBook cover.
2. A PDF file containing the front, back and spine for the paperback.

These instructions are for Amazon KDP, but the requirements for other distributors are similar and often you can use the same art.

**Note:** **Calc/DWS-BookCalcs.ods** is a spreadsheet that includes a workbook called “PB Cover Calc” which will calculate the cover dimensions for both eBooks and paperback covers. In this example we are making a 6x9-inch, 250-page book. The numbers will be different for your book—adjust accordingly.

1. Go to [kdp.amazon.com/en\\_US/help/topic/G201953020](https://kdp.amazon.com/en_US/help/topic/G201953020) and see their resources and requirements.
2. Get a cover template from [kdp.amazon.com/en\\_US/cover-templates](https://kdp.amazon.com/en_US/cover-templates). For the final update you must have the page number within 10 pages. Unzip it, save the PDF version. Mine is **6x9BW250.pdf**
3. Find a photo that you are licensed to use commercially, or that you shot. It should be a similar aspect ratio as the book (6x9) and high resolution. In your image editor resize and/or crop the image down (not up) to around 1983px by 2775. Save the image as “**Background.jpg**”.
4. Open the PDF from step 2 with your image editor as a layer. In my editor the PDF becomes a group. Lock the group because you don’t want to edit this PDF.
5. Open **Background.jpg** as a new layer named FC Background. Place it over the front cover section of the template. Resize as required.
6. Add text layers for Title, Subtitle, Edition and Author with text as required and place them as desired. Group FC Background, Title, Subtitle, Edition and Author as “Front Cover.”
7. Do the same for the Back Cover leaving a white rectangle for the Barcode and a large text box for the Book Description. Group them as “Back Cover.”
8. Make a white or colored rectangle much wider than the spine. Center vertically the Book Title and Author Name down the spine. Group these two as Spine and place the layer under the front and back covers with the text in the middle of the spine. If your book is thin you can’t have text on the spine.
9. Make the template invisible. Then export the paperback cover as PBCover.pdf

10. Select just the front cover and export this slice as a JPG file of high (50%) quality as Front Cover.jpg  
This is the eBook Cover. You may need to reduce the JPG Quality to get the file size down to the KDP guidelines. Save as **eBookCover.jpg**
11. You might want to resize this image down to a width of about 800px to reduce its size.

When you discover that your final page count is different (>10 pages) from the one you used for create your cover art do the following:

1. Get a new template from Amazon.
2. Replace the original layer with the new template.
3. Drag the front cover group and the back cover group to the correct positions on the template.
4. Make the template invisible. Then re-export **PB Cover.pdf**.

## APPENDICES

### A. Internet Resources

#### Warnings:

1. **This section is a work in progress.**
2. **The links in the section may have changed.**

#### LIBREOFFICE

- LibreOffice Website (<https://www.libreoffice.org/>)
- English Documentation (<https://documentation.libreoffice.org/en/english-documentation/>)
- Submit a Bug (<https://bugs.documentfoundation.org/>)
- If you don't know how to use LibreOffice Writer, I suggest that you listen to Dr. Chinmaya S. Rathore's five-video YouTube series ([tinyurl.com/y9svoy9z](https://tinyurl.com/y9svoy9z)) on the *Core Word Processing Tasks* using LibreOffice Writer. If you need more information or any of LibreOffice's apps (Writer, Calc, Draw, Base or Impress) see <https://tinyurl.com/z7m9umtr> He has well over 100 videos with examples. They are using version 5 of LibreOffice, but still apply in 2021 with version 7.

#### JUTOH

- Jutoh Website (<http://www.jutoh.com/index.html>)
- Master Publishing with Jutoh 3 (<http://www.jutoh.com/books.html>)
- Knowledge Base ([http://www.jutoh.com/kb\\_html.html](http://www.jutoh.com/kb_html.html))
- Support Page (<http://www.jutoh.com/support.html>)

- Submit a Bug ([jutoh@anthemion.co.uk](mailto:jutoh@anthemion.co.uk))

## ***KINDLE***

- Amazon [Kindle Direct Publishing Help](#)
- Amazon [Kindle Publishing Guide](#)
- Amazon [KDP Author Central](#)
- Amazon [KDP University](#)
- Note: The side-bar of the above links point to many other useful pages.

## ***Misc.***

- [Google Fonts \(https://fonts.google.com/\)](https://fonts.google.com/)
- [Affinity Photo \(https://affinity.serif.com/en-us/photo/\) \\$50](https://affinity.serif.com/en-us/photo/)
- [Gimp Image Editor \(https://www.gimp.org/\)](https://www.gimp.org/)
- ImageOptim ([imageoptim.com/versions.html](https://imageoptim.com/versions.html))

## B. Best SOHO Computer Practices

**Y**ou are about to invest a lot of time and effort into writing a book using your computer. You need to think about how you will protect this investment.

These are my *suggestions* of best practices for managing a small-office or home-office computer system. Since I do most of my work on a Mac these practices have a bit of a macOS focus, but still apply for Windows or Linux.

### **HAVE A BACKUP PLAN – FOLLOW THE PLAN**

If your computer has data that is valuable to you then you **MUST** back that data up! Data might be *Your Next Great Novel*, Music (MP3's, AACs), Photos (JPG's), Tax and Business Records, correspondence, email, your calendar or many other things. Computer hardware can break, computer software can have bugs, systems can have hardware failures. Virus, fire or other disasters can damage your system. If you don't have a backup, you will have lost that valuable data. On my wife and my Macs, we each have an external 5 TB USB 3.0 drive (\$89 @ Costco), dedicated for backups. Backing up your computer doesn't have to be expensive – not backing it up can be **VERY COSTLY!**

The Mac operating system comes with a very good backup program called *Time Machine*. It backs up any files that have changed every 15 minutes. It keeps: hourly backups for 24 hours, daily backups for a month, weekly backups until it runs out of space and then starts deleting the oldest backups. **Backup programs need to save more than just a copy of your disk, once-in-a-while. Human error in deleting or corrupting files is far more common than a disk failure!** With modern systems using SSD drives disk failures are much more common today.

Ideally, you should follow the **Three, Two, One** backup model.

- At least **three** copies of all every file. (Time Machine usually has more)
- The files stored in **two** places. (Original Source & Time Machine's external drive)
- **One** copy must be off-site. (This is your job too!)

I also recommend that if you have months of work in a single file, such as a book, that each day that you work on it, you should make a copy to an off-site cloud storage like DropBox, Google Drive or One Drive. This way if you have a disaster (fire, theft etc.) you will have access to a recent copy of your work.

Genie Timeline ([www.zoolz.com/genie9/](http://www.zoolz.com/genie9/)) *appears* to be the closest Windows backup solution to macOS' Time Machine. It cost about \$60. **I have not used this product!** I don't even have a Windows system. I do run Windows on a *virtual machine* on my 2020 MacBook Air M1, but have no need to back it up as I only use it for testing.

One of the big advantages of Mac hardware and macOS is that the hardware contains code to restore from Time Machine even when your systems disk has failed and been replaced. You can even do a fresh installation of the OS over the internet and a new disk.

**Tip:** On both Windows and macOS you should create a recovery USB stick to make reinstalling the OS and backup recovery easier.

## ***KEEP YOUR OPERATING SYSTEM AND APPLICATIONS CURRENT***

While there are valid tales of major problems with both Windows and macOS updates, most of the time what you are getting is bug-fixes, security enhancements and minor new functionality. This also applies to that major applications that you use! **Always make sure that you did a backup prior too any major upgrade.**

## ***HAVE A SANE AND SECURE PASSWORD STRATEGY***

I recommend two-factor authentication and a password manager. On Apple devices I use Apple's Password Manager and iCloud. I also recommend that you keep a paper copy of your master passphrase and passwords in a fire safe. If you forget or misplace your master passphrase, you often can't recover any of your passwords!

## ***KEEP YOUR COMPUTER CLEAN, COOL AND PHYSICALLY SECURE***

Heat is the enemy of electronics. It effects both reliability and speed negatively. "Physically Secure" is because that if someone has uncontrolled physical access to your computer that can either accidentally or on purpose do great damage to your data or even the device. If you allow guests or children to access the your computer, have a non-privileged accounts for them. Hopefully this way the only data that they can delete is their own.

## ***HAVE A "GUEST" WI-FI PASSWORD.***

Today every visitor to your home wants to connect their phone to your Wi-Fi. You **MUST** have a complex Wi-Fi password to connect to your router as well as a complex "admin" password. Modern routers also have the ability for a "Guest" account. This account can't access any of your local devices, but can access the internet. I usually have a simple and easy to enter guest password for this purpose.

## ***REMOTE ACCESS & HOLES THROUGH YOUR FIREWALL***

Today we all use some type of internet router. Often this is also your Wi-Fi device. It is possible to access your computer from outside your physical location using one-of-many "remote access" software product—VNC, TeamWare, etc. Each of these create a security hole in your router. I recommend not using any of these. If you have a real need, then enable them only while you are using them. **Warning:** Check at least every three months if the router firmware is up to date. It is just as important as your operating system and major applications!

## ***C. Template Differences***

**D**WS-BookTempMaster.odt is my master template that I work in. At the last minute, I use it to create the latest DWS-BookTempNovel and DWS-BookTempTech. Then update the styles using these instructions.

**Note:** This chapter was created for me so that I have a list of the steps I have to do when I release a new edition of this template set. DWS-BookTempReport and DWS-BookTempShort were created from this template as well. While the style names are the same, the styles may be very different.

## ***STEPS FOR MAKING A NEW RELEASE***

1. Make edits to **DWS-BookTempMaster** for this release. Keep a list of the items you have changed, added, or deleted.
2. If the instructions have changed (**DWS-BookTemp-Instructions.odt**), then update them.
3. Read the README.odt file and update. See the steps below to create the MD version of the README file and create a new one.
4. Follow the steps below to create a new copy of **DWS-BookTempTech.odt** from the master.
5. Follow the steps below to create a new copy of **DWS-BookTempNovel.odt** from the master.
6. **Note:** DWS-BookTempReport is a separate file.
7. Export the PDF versions of all of the ODT files.
8. Use Jutoh to create EPUB3 versions of DWS-BookTempTech and DWS-BookTempNovel.
9. Using Git: Add new files, Remove deleted files, commit -m all files, tag the new version number. Push to GitHub and check the dates on the files to make sure that the release is complete.

## ***DWS-BookTEMPTech***

1. **File | Save As...** a copy of DWS-BookTempMaster.odt as DWS-BookTempTech.odt.  
**Note:** Now on I am working in the Technical template.
2. **Files | Properties | Description** change Title = "DWS Book Template -- Tech"
3. In Paragraph Styles, select **[Body Text]** and modify:
  - (a) **First Line Indent** = 0.0"
  - (b) **Spacing Above** 0.06"
  - (c) **Spacing Below** = 0.10"
  - (d) **Alignment** = **Justified**
  - (e) **Hyphenated** = **Automatic**
4. In Paragraph Styles, select **[Body Text First Indent]** and modify:
  - (a) **First Line Indent** = **0.00"**
  - (b) **Spacing Above** = 0.00"
  - (c) **Spacing Below** = 0.10"
  - (d) **Alignment** = **Justified**
  - (e) **Hyphenated** = **Automatic**

5. In the Navigator Pane, Look for headings AND Subheadings ending with the “†” symbol. Select each one, right-click and “Delete Heading” them. **Note:** These are only for novels.
6. In the *Template Instructions* section Look for items ending with the “†” symbol. Select each one, right-click and “Delete” them. **Note:** These are only for novels.
7. Delete the “†” or the “§” at the end on any headings.
8. **Tools | Update | Update All** to update the TOC et al.
9. **Save the File!**
10. **Export as a PDF.**

### **DWS-BookTEMPNOVEL**

1. **File | Save As...** a copy of DWS-BookTempMaster.odt as DWS-BookTempNovel.odt.  
**Note:** Now on I am working in the Novel template.
2. **Files | Properties | Description** change Title = “DWS Book Template -- Novel”
3. **Tools | Heading Numbering** for levels 1 set:
  - (a) Number = 1, 2, 3, 4
  - (b) Text “Before” = “Chapter “ Note the space after Chapter.
  - (c) Text “After” should be 1 space.
4. **Tools | Heading Numbering** for levels 2-4 set:
  - (a) **Number = None**
  - (b) **Text “Before” and “After” should be empty—No whitespace either.**
5. In Paragraph Styles, select **[Body Text]** and modify:
  - (a) First Line Indent = 0.0”
  - (b) Spacing Above 0.0”
  - (c) **Spacing Below = 0.00”**
  - (d) **Alignment = Justified**
  - (e) **Hyphenated = Automatic**
6. In Paragraph Styles, select **[Body Text First Indent]** and modify:
  - (a) First Line Indent = 0.26”
  - (b) Spacing Above 0.00”
  - (c) Spacing Below = 0.02”
  - (d) **Alignment = Justified**
  - (e) **Hyphenated = Automatic**
7. Go to the chapter “DWS Paragraph Styles” and
  - (a) **Ensure that there is no header on the chapter title page.**
  - (b) Change the 2nd page, a verso page, heading to be **Insert | Field | First Author**, or what ever name you want.
  - (c) Change the 3rd page, a recto page, heading to be **Insert | Field | Title**
  - (d) **Look at the footers and ensure that you are happy with them.**



(e) ***Put LibreOffice Writer into two-page mirrored view (right-hand bottom of the screen) and scroll through the template checking the headers for correctness.***

8. In the Navigator Pane, Look for headings AND subheadings ending with the “\$” symbol. Select each one, right-click and “Delete” them. **Note:** These are only for technical books.
9. In the *Template Instructions* section Look for items ending with the “\$” symbol. Select each one, right-click and “Delete” them. **Note:** These are only for technical books.
10. Delete the “†” at the end on any headings.
11. **Tools | Update | Update All** to update the TOC etc.
12. ***Save the file again***
13. **File | Export As | Export AS PDF**
14. In the Navigator Pane, Look for headings ending with the “†” symbol. Select each one, right-click and “Delete” them.
15. **Tools | Update | Update All** to update the TOC etc.
16. ***Save the file again***
17. **File | Export As | Export AS PDF**

### ***DWS-BOOKTEMP-INSTRUCTIONS***

This file uses the same styles with minor differences.

Steps to upgrade the styles in this document:

1. **Styles | Load Styles** from “file” with “override” from DWS-BookTempTech.odt
2. ***Change [Heading 1] “Text Flow” to “insert a page of type instruction” before. This should get all the [Heading 1] on the correct page style.***
3. **Tools | Update | Update All** to update the TOC etc.

### ***README FILES***

**The README** files in various directories are created from README.odt and converted to markup using Pandoc ([pandoc.org](http://pandoc.org)) via:

**pandoc README.odt -o README.md**

## ***D. Software Version Control (Git)***

I keep the source files for this project in a Git repository and they are available at GitHub. LibreOffice's zipped-up XML files don't work as well with Git like plain text files—HTML or C++. I would hate to try to merge changes!

Normally, I work on a set of changes that often affect all of the ODT files. Then I test them with the latest version of LibreOffice Writer and Jutoh. When I am happy, I push them up as a set to GitHub with a new “Edition 1.2.1” and a Git Tag like “v1.2.1”.

Normally I work right on the master branch on my local system. Ideally I would make my changes on a feature branch and merge them into the master. But since I am the only person working in this repo, I never need any merges.

For a git cheat-sheet see: <https://education.github.com/git-cheat-sheet-education.pdf>