DWS-BookTemp - Tech

Your Very Long Keyword-rich Subtitle

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by

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Length: 38 pages, 3764 words, 213 paragraphs, 23109 chars, 10 tables, 1 images, 1 objects.

INSTRUCTIONS FOR THIS TEMPLATE:

This template is the skeleton for a technical book. It contains a subset of *DWS-BookTemp-Master.odt*. With only those parts for a technical book. A common-source can create book a 6"x9" paperback and an EPUB3 for an Amazon Kindle book. For more detailed information see *DWS-Book-Temp-Instructions* or do to https://GitHub.com/DavidWSnow/DWS-BookTemp for the complete project.

1. Search through the document for ??? and replace with your data. Edit the Dedication, Epigraph, About the Author sections as required. Give consideration to what the Legal, Credits and Copyright should say. **Note:** Make sure that your name etc. is up-to-date in LibreOffice, since these fields are used within this document.

2. **File | Properties | Description** and set:

    (a) Tile, Subject=Subtitle, Keywords

3. **Note:** Sections and styles that are normally only used in a novel are marked with a ‡, while those only used in a technical document are marked with a §.

4. Delete or add placeholders for any front-matter and back-matter changes that you might need. Add all of your content, and delete the sections beginning with "DWS".

5. When your paperback is complete **Tools | Update | Update All** to make toy TOC etc. match your book's contents.

6. **File | Export As | Export as PDF** to create the interior of your paperback. **Wash, Rinse, Repeat** as necessary to fine-tune your book.

7. Instructions for taking the LibreOffice (www.libreoffice.org) odt-file and converting it to an EPUB3 file are in *DWS-BookTemp-Master*.

8. Have fun writing and publishing your book!

BOOK DESCRIPTION

This is the single most important single page of text for your book! Only the cover image is a more important page for marketing your book!

Publishing Metadata
- Categories (KDP≤2): ???
- Keywords (KDP≤7): ???

DEDICATION

To my loving spouse and partner who supported me and put up with me while I wrote this book.

EPIGRAPH

"Logic will get you from A to B. Imagination will take you everywhere."

—Albert Einstein

TABLE OF CONTENTS

LIST OF APPENDICES

PROLOGUE

Your prologue goes here.

1 YOUR FIRST CHAPTER

Edit/remove optional [Chapter Subtitle] here.

See the back-matter sections A) New Chapters, Headings, Scenes, Etc. and B) Common Stylesfor information on how to format the text. For more detail, read *DWS-BookTemplate-Master.*

Chapter titles in the body of the book are formatted as [Heading 1]. Section titles in the front-matter are [Heading 1FM] and in the back-matter [Heading 1BM]. This is so that the page numbers and the TOC will be correct.

1.1 [HEADING 2]

1.1.1 [HEADING 3]

1.1.1.1 [HEADING 4]

Your content starts here…

2   *Your Second Chapter*

Your Second Chapter—Edit/remove optional [Chapter Subtitle] here.

Your content starts here…

ABOUT THE AUTHOR

Figure 1: Author Photo

*A*bout The Author starts here…

APPENDICES

A) New Chapters, Headings, Scenes, Etc.

Note: This and the remaining back-matter sections should be deleted AFTER you have completed the rough draft of your book. Until then, they are used as examples.

LibreOffice Writer templates don't have an easy way to include complete documentation. The complete template package is available on GitHub at (tinyurl.com/y9ah3t5f). Included is a full set of instructions, PDF files and EPUB3 files to see what the template looks like as a paperback or an eBook. Be sure to read these instructions if you need additional help. If you don't know how to use LibreOffice Writer, I suggest you investigate:

1. The latest *LibreOffice Writer Guide (LibreOffice Documentation Team 2021)*

2. You listen to Dr. Chinmaya S. Rathore's five-video YouTube series (Rathore, Chinmaya S. 2020)

3. If you need more information or any of LibreOffice's apps (Writer, Calc, Draw, Base or Impress) see the LibreOffice Documentation at https://documentation.libreoffice.org/en/english-documentation.

Libre Office Writer has an automatic chapter-numbering feature. For the Table of Contents to look correct the chapter **MUST** have some title text. This feature allows for the author to use the Navigator Pane to reorder, move, select or delete chapters, subheadings and scenes without have to renumber them. However, there **MUST** be some text as the title text for the Table of Contents to look correct. This means that in novels, where you want titles like "Chapter Twenty-Two" you must put a "Narrow No-break Space" formatting mark as the text. Use: **Insert | Formatting Mark | Narrow No-break Space**.

Warning: If your TOC has missing chapter numbers, then you are likely missing that Narrow No-Break Space.

Starting A New Chapter

Place the cursor at end of the last paragraph of the previous chapter. Start a new paragraph with the title of the next chapter—or **Insert | Formatting Mark | Narrow No-Break Space**. With that text selected, double-click on [Heading 1] in the Styles Pane or the Styles Drop-down. This should start a new recto page with the start of the new chapter.

Note: Use [Heading 1] for chapters in the main body. Use [Heading 1 FM] for sections in the front matter. Use [Heading 1 BM] for sections in the back matter.

Optionally, you can add a [Chapter Subtitle] for any subtitle that you want. **Warning:** You will want to manually set the first paragraph style after the optional subtitle to [Body Text].

In this template, I manually apply the character style [Largest Text] to the first letter of the first paragraph of each chapter. You may make other choices, but be consistent.

Automatic chapter numbering can be set by using **Tools | Heading Numbering** and adjusting the options on the pop-up. In this template the numbers apply to [Heading 1-4] styles. This is one of the reasons that the Front and Back Matter sections use different heading styles.

Starting A New Subheading

This works just like a new chapter, and you should use [Heading 2-4] as the style, depending on the depth. In front and back matter sections you can use [Heading 2FBM].

Starting A New Scene—a Scene Break ‡

Place the cursor at end of the last paragraph of the current scene. Start a new paragraph with your scene-break characters. Double-click on [Heading 8] in the Styles Pane or the Styles Drop-down. This will apply the correct spacing, bolding, etc. for a scene break.

<p align="center">* * *</p>

The paragraph following a [Heading 8] scene break is always [Body Text].

Reordering Chapters, Subheadings And Scenes.

The Navigator Pane lists all of your [Heading 1-9]s. You can *Promote*—move earlier. You can *Demote*—move later. You can also *Select*—so you can cut-and-paste. You can also

Delete as well. This makes it easy to reorganize your work when you realize that the order is incorrect. I always have an **OutTakes.odt** file. This is where I store text that I have written, but don't know yet where to place it. This project includes a template for OutTakes.odt.

B) Common Styles
[Chapter Subtitle] Optional

Abstract §

This chapter contains samples of common paragraph styles, character styles, and list styles. The style names are shown inside of square brackets [Abstract Text]. You should not delete this chapter until you have written enough text to have used the most common styles. Some styles are only used in novels, while other styles are typically used in technical/academic writing. Novel-only styles and sections are marked with a †. Technical-only styles and sections are marked with a §. If necessary dummy text is shown to illustrate the spacing. [Abstract Text]

Headings

- **[Heading 1]** Chapter Name or **Insert | Formatting Mark | Narrow No-break Space** for new chapters in the body of the book.
- **[Heading 1FM]** is used for new front-matter section titles.
- **[Heading 1 BM]** is used for back-matter section titles.

- **[Heading 8]** ‡ is used in novels to format the scene-break characters * * * with the correct vertical spacing for a scene break.

- **[Heading 2FBM]** is used for any necessary subsections in both the front-matter and back-matter. You should not need deeper subheadings in front and back matter sections.

- **[Heading-Appendices]** § is used in the back-matter section called Appendices. This make the TOC work correctly.

Chapter titles in the body of the book are formatted as [Heading 1]. Section titles in the front-matter are [Heading 1FM] and in the back-matter [Heading 1BM]. This is so that the page numbers and the TOC will be correct.

Body Text Styles

9. [Body Text] is used for the first paragraph after a [heading 1-4], a scene-break in a novel, or some other major break in a chapter.

10. [Body Text First Indent] is used for most of the rest of the paragraphs in the chapter. Typing the enter/return to start the next paragraph in either the these two styles will force [Body Text First Indent].

11. [List Entry] is used for the text inside a list to keep the indents at the same level.

Heading Levels 2-4 §

These are normally only used in technical documents. In the front matter and back matter of a book there is a

[Heading 1FM], [Heading 1 BM], for chapter headings and a [Heading 2 FBM] with similar functionality.

Note: I use the § to mark items that are normally only used in technical documents. I use ‡ to indicate items that are normally only used in novels.

Scene Break ‡

Scene breaks are used in novels. I usually assign the key sequence colon-sb-colon to be my scene break characters * * *. After entering the characters I style them as [Heading 8]. This allows me to make them all to have consistent spacing before and after. It also makes them so up in the navigator.

<div align="center">*******</div>

The paragraph after a scene break is always [Body Text].

Block Quote

> *[Quote Body] --- This is sample text to check the paragraph indent, inter-paragraph spacing, hyphenation, justification, font selection and other settings. This is sample text to check the paragraph indent, inter-paragraph spacing, hyphenation, justification, font selection and other settings.*
>
> *—[Quote Attribution]*

Abstract §

This is the world's shortest [Abstract Text].

Boxed §

This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings. [Boxed] Using multiple [Boxed] paragraphs together causes interesting results. **Don't do it!**

Footnotes

Footnotes are placed at the bottom of the current page[1].

Character Styles & List Styles

- C^2haracter styles apply to only a small section of a paragraph, while paragraph styles apply to the whole paragraph. *[Emphasis]*, **[Strong]**, ***[Strong Emphasis]*,** [SMALL CAPS], [Underline], [Internet Link] and **[Menu-Shortcut]** are all named character styles. It is much better to use these than the **Bold** and *Italic* direct formatting icons on the standard toolbar.
- This list is [DWS Bullet List] The items must be set to paragraph style [List Entry] to look good.
  12. This list is [DWS Numbered List].
      (a) I also style the entries as [List Entry] to keep the indent the same.
  13. End of List.

---

1 This is a footnote.
2 The first character in the body text of each chapter is manually set to [Largest Text] to get this effect.

Images, Tables §, Formulas §, & Appendices §

See *DWS-BookTemp-Master* for instructions for inserting images, charts, formulas, and tables. There are example images and an appendix alread in the document.

Table 1: Example Table

Name	Age
Dave	79

LIBREOFFICE WRITER MATH FORMULAS

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

Equation 1: Sample Equation

If you are making an eBook, use a tool like LibreOffice Math to create them, then take a screen capture and insert the image.

Citations & References

I use Zotero (www.zotero.org) as a citation manager instead of LibreOffice's limited built-in citation tool. I normally use the *Chicago Manual of Style* (name, year, page) style for inline citations, but Zotero can produce many styles, and easily switch between them.

References:

LibreOffice Documentation Team. 2021. "LibreOffice 7.1
        Writer Guide," 446.
        https://documentation.libreoffice.org/assets/Uploads
        /Documentation/en/GS7.1/GS71-GettingStarted.pdf.
Rathore, Chinmaya S., dir. 2020. *LibreOffice Writer 7.0 Core
        Word Processing Tasks*. YouTube Video.
        https://www.youtube.com/watch?v=0l62UUT7Yxo.

C) Dummy Text

Copy-and-paste this text into a section of your front-matter text, body-text and back-matter text to check the headers, footers and margins. **Warning:** Do not copy the heading as it will set the page style to [Back Matter Recto].

Text Sizes

This section is to help you select the type-size for [Body Text], [Body Text First Indent], [List Item] text styles.

8pt Noto Serif ---Regular, **Bold**, *Italic*, ***Bold-Italic***
abcdefghijklmnopqrstuvwxyz $12,345,678.90
ABCDEFGHIJKLMNOPQRSTUVWXYZ % © ®™

9pt Noto Serif *---Regular,* ***Bold****, Italic,* ***Bold-Italic***
abcdefghijklmnopqrstuvwxyz $12,345,678.90
ABCDEFGHIJKLMNOPQRSTUVWXYZ % © ®™

10pt Noto Serif *---Regular,* ***Bold****, Italic,* ***Bold-Italic***
abcdefghijklmnopqrstuvwxyz $12,345,678.90
ABCDEFGHIJKLMNOPQRSTUVWXYZ % © ®™

11pt Noto Serif *---Regular,* ***Bold****, Italic,* ***Bold-Italic***
abcdefghijklmnopqrstuvwxyz $12,345,678.90
ABCDEFGHIJKLMNOPQRSTUVWXYZ % © ®™

10pt Noto Serif *--- Other characters*

àáâãäåæ çćč đ èéêëē ìíîï ñ òóôõöøœ š ùúûü ýþÿ ž
ÀÁÂÃÄÅÆ ÇĆČ Đ ÈÉÊËĒ ÌÍÎÏ Ñ ÒÓÔÕÖØ Œ Šß ÙÚÛÜ ÝÞŸ Ž
(-,:;.) '¿?' "¡! " [#] {@} «/» ‹› '&' "~"*

Body Text Indents & Spacing

[Body Text] - This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings.

[Body Text First Indent] - This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings.
[List Entry] is used for the text inside of lists. This style help with alignment and is left justified because the text is lists looks strange when LibreOffice tries to justify it.

Dialog Example

"Hello," said Jane.

"Back at you," was Tom's reply.

"Did you have a good time hiking this weekend?" came from Jane.

"Great"

Warning: Dialog looks hideous if you use "Spacing Below Paragraph" like you would in a technical book.

Large Block Of Text

The European languages are members of the same family. Their separate existence is a myth. For science, music, sport, etc, Europe uses the same vocabulary. The languages only differ in their grammar, their pronunciation and their most common words. Everyone realizes why a new common language would be desirable: one could refuse to pay

expensive translators. To achieve this, it would be necessary to have uniform grammar, pronunciation and more common words. If several languages coalesce, the grammar of the resulting language is more simple and regular than that of the individual languages. The new common language will be more simple and regular than the existing European languages. It will be as simple as Occidental; in fact, it will be Occidental.

To an English person, it will seem like simplified English, as a skeptical Cambridge friend of mine told me what Occidental is. The European languages are members of the same family. Their separate existence is a myth. For science, music, sport, etc, Europe uses the same vocabulary. The languages only differ in their grammar, their pronunciation and their most common words. Everyone realizes why a new common language would be desirable: one could refuse to pay expensive translators. To achieve this, it would be necessary to have uniform grammar, pronunciation and more common words. If several languages coalesce, the grammar of the resulting language is more simple and regular than that of the individual languages. The new common language will be more simple and regular than the existing European languages. It will be as simple as Occidental; in fact, it will be Occidental.

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