

# DWS Book Template -- Tech

Your Very Long Keyword-rich Subtitle.

Edition: 1.0

Book 1 of Your Series Name

by

***David Snow***

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**DWS Book Template -- Tech** Updated: 2021-01-18

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**Notes:**

1. Blocks colored like this one are “Instruction Blocks” and should be deleted-after-reading as they are not part of your book.
2. Chapters that begin with “DWS” are instructions or samples of the named styles contained in the template and should be deleted much closer to post-processing.”

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ISBN:

## ***Version Information***

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# **DWS Book Template -- Tech**



## DWS How To Use This Template

When I started writing an eBook with LibreOffice Writer I could not find a template that had significant sample content and demonstrated the styles used within the template. I created a master template, and two sub-templates from it. The first is for a technical book. The second is a subset and is styled for a novel. The major differences are in how [Body Text] and [Body Text First Indent] paragraph styles, page-headers and automatic numbering. The user can easily modify these styles to meet their exact needs. I designed these templates for both eBooks and paperbacks from a common source.

LibreOffice Writer's templates don't have an easy way to include complete documentation. The complete template package is available on GitHub at ([tinyurl.com/y9ah3t5f](https://tinyurl.com/y9ah3t5f)). Included is a full set of [instructions](#), PDF files and EPUB 3 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 that you listen to Dr. Chinmaya S. Rathore's YouTube series ([tinyurl.com/y9svoy9z](https://tinyurl.com/y9svoy9z)) on the *Core Word Processing Tasks* using LibreOffice Writer.

### Conventions Used

- The folder/directory called **MyEbooks**<sup>1</sup> is where you keep all of your books.
  - I assume that you are creating a book in the subfolder **NewBook**<sup>2</sup> and the file is **NewBook.odt** in my examples.
  - 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.
  - Named paragraph and character styles are in square brackets. [Body Text]
  - **Notes**, **Tips** and **Warnings** as shown here.
- In the sample content, instructions are in an [Instruction Block]. These should be deleted after being read and considered.

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1 There is nothing special about the **MyEbooks** name. I just like to but all of my writing in one location.

2 There is nothing special about the **NewBook** name. It just makes the instruction easier.

## Avoid These

- Avoid using “direct formatting” by applying “font style”, “font size”, center, color, etc. from the formatting toolbar. Always try to use named paragraph and character styles from the Styles Pane or the styles drop-down on the formatting toolbar. **Keep the informational content of a document separate from the details of how to display it.**
- DO NOT use the tab character or multiple spaces for indenting or horizontal spacing. DO NOT use multiple “enter or return” to create vertical space. If you find a place where you must have a blank paragraph for vertical space, insert a Non-breaking space in the empty paragraph. **Read the template chapter *DWS Avoid These Styles & Features*** to see what other features you should not use.
- As with any word processor, copying-and-pasting from a *differently-styled document*, a *MS Word document*, or even worse, an *HTML web-page* can be very tricky. **Avoid bring the old style information along with the text!**

## Template Instructions

- It is **assumed** you have created the two folders listed in the conventions above, and that DWSBookTempTech and DWS-BookTempNovel have been saved in LibreOffice Writer’s templates directory, “My Templates.”
- In LibreOffice Writer, do **File | Templates | Manage Templates** and select **DWS-BookTempTech**. If you are writing a novel then use the **DWS-BookTempNovel** template. This will create a new document called *Untitled #*. Do **File | Save As** “NewBook.odt” in your **MyEbooks/NewBook<sup>3</sup>** folder. You now have the start of your book.
- In LibreOffice Writer, open and place the “Navigator Pane” at the left and the “Styles Pane” at the right. You will also want to set the Styles Pane to show “Applied Styles,” this limits the visible styles to those used in the template. I also have the “Find” toolbar at the bottom. With this setup, you can easily navigate and reorder your content on the left and apply styles on the right.
- You should read the template chapters starting with *DWS New Chapters, Subheadings, & Scenes* and see which styles would be useful in your book, so that you can take advantage of them.
- Chapters that have **DWS** in the name should not be deleted, until you have entered and styled enough of your work to have used the most common styles in your book.

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<sup>3</sup> Be sure to look where LibreOffice Writer is saving this file for the first time. The default may be in you “Documents” folder.

- Enter the book’s title in **Files | Properties | Description**. The title page and headers use this field.
- I use the field “First Author” for the author’s name. LibreOffice uses the first and last names only. If you want it different, look on the title-page, copyright-page and in the legal section at the end and change this to text.
- Search for “YourEmailAddress@gmail.com” and replace with your email address or other contact information.
- Working through the *front and back matter* sections, edit or delete *Copyright*, *Half Title*, *Dedication*, *Book Description*, *About the Author* and *Legal & Credits* sections. Clone the front matter *Dedication* section as a basis for additional front matter sections. Clone the back matter *About The Author* section as a basis for additional back matter sections<sup>4</sup>. Pay attention to the paragraphs in *Legal*, *Credits & Copyright* and delete those that don’t apply. Edit those that required it. **Tip:** A technical document looks funny by stating that it is a work of fiction—novels look funny with the “as is” warning.
- Look at the Automatic Chapter Numbering style (**Tools | Chapter Numbering**). Adjust as required for your style of book. The Novel template is set up to have “Chapter 1”, “Chapter 2” as titles and requires a Narrow No-Break Space as the title of each chapter. You can change this to “Chapter One”, “Chapter Two” etc. This only goes one level deep. For technical books a title is required for each chapter and each is preceded by a number—“1 -”, “2 -” etc. With technical books this goes four level deep.
- Starting at *Your First Chapter Title*, enter your work. Apply the following styles as needed.
  1. Chapter Title = [Heading 1]
  2. Chapter Subtitle = [Chapter Subtitle] (optional)
  3. In a technical book, use [Heading 2-4] for subheadings.
  4. Block Quotes = [Quote Body]
    - Quote Attribution = [Quote Attribution]
  5. First paragraph of Chapter, Scene Break, Subheading, or after a list, image, block quote = [Body Text]
  6. Most of the remaining paragraphs = [Body Text First Indent]
  7. Words you want in italics = character style [Emphasis]

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4 In the GitHub kit, there is a folder (ExtraBits/BookParts) that contains several other sections.

Normally you can apply [Heading 1] to the chapter title and the next paragraph entered will automatically be [Body Text] and the following ones [Body Text First Indent].

- Look at the headers and footers on *DWS Paragraph Styles* pages and adjust them to meet your needs. These are currently set up to have no heading on the first page, the left-aligned book title on the verso<sup>5</sup> page and the right-aligned chapter title on the recto page. For novels, they have the author name on the verso page and the title on the recto page.
  - Currently, this template has no page-headers on the front matter and back matter pages. If you have sections longer than three pages and you want page headers, add them using one of the longer front matter or back matter sections.
- At the very end of the template is a blank-page and a back-cover page. Figure out if and how many blank pages you need—zero or more and adjust. If you have a back cover image add it to the last verso page.
- Save the file via **File | Save** or click on the **Save** icon on the toolbar. **Note:** Prior to any important “Save”, be sure to **Tools | Update | Update All** to make sure that content of the *Table of Contents* et al. are updated.
- After you have entered your content, delete the chapters and sections with “DWS” in the name, the orange “Instruction Blocks” and the yellow [Heading 9] and [Body Note] that are used for outlining.
- 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.
- Read through the comments and make sure that you paid attention to them. Then delete the comments.
- Modify the paragraph styles for [Body Text] and [Body Text First Paragraph] to what you want for the published style of your book. See the template chapter *[Body Text] & [Body Text First Indent] Styles* for instructions on setting these values for novels and technical books.
- Proof-read and edit your draft—fix as required.
- Paperback books require an PDF file for the cover. It must include the front- and back- cover as well as the spine in a single PDF. The width of the spine varies with the number of pages, so the image must be updated if you add or remove more than a couple of pages. The PDF must be done at 300 dots-per-inch resolution. If done correctly a JPEG, in the correct resolution, can be extracted for the front cover of your eBook at the same time.

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<sup>5</sup> A *verso* page is a left-hand even-numbered page. A *recto* page is a right-hand odd-numbered page.



## Post Processing For A Paperback

- This template is for 8.5 by 11-inch paper. This template uses 8 page-styles. You may need to adjust the page size for each of them to the correct size for your book. (6 by 9-inches, for example) You may want to adjust the margins at this time. Paperbacks require a larger inner margin for the gluing at the spine. I have set these for a book up to 250 pages.
- **Tools | Update | Update All** to correct the page numbers in the TOC and any other lists.
- **File | Export |Export as PDF** and check the following boxes: Range = All, JPEG Compression = 90%, Export Automatically Inserted Blank Pages.
- View the PDF file and see that it look correct. Fix the ODT file as required.
- Submit the PDF of the interior and the PDF of the cover to your book distributor. Get a sample printed copy of you paperback and check it for errors, headers, margins etc.

## Post Processing For An Ebook

- Ebooks don't have page numbers. The *Table of Contents* and any *Lists of Figures* etc. need to be changed to not have page numbers. Select the TOC or LOF, right-click and "Edit Index." By deleting the "tab" and "#" entries you can remove the dot-filled tabs and the page numbers. You **MUST** do this for the first four levels. Remember to **Tools | Update | Update ALL** to update the indexes.
- Produce a EPUB 3 file and check it using an EPUB eReader and Amazon's Kindle Previewer ([tinyurl.com/y84exbka](http://tinyurl.com/y84exbka)).
- Submit the EPUB 3 of the interior and the JPEG of the front cover to your eBook distributor.

For the past several major versions LibreOffice Writer has able to export EPUB 3 files. It can, **but only for very simple contents**. There are severe limitations—LibreOffice Writer fields, lists, tables and more don't work. I hope that LibreOffice Writer will remove these EPUB 3 limitations soon, so that we can use it to create eBooks not just very simple documents.

For now, I have to use Jutoh ([www.jutoh.com](http://www.jutoh.com)) for eBook conversion. See the instructions at my GitHub repository ([tinyurl.com/y9ah3t5f](http://tinyurl.com/y9ah3t5f)) for how to create an EPUB 3 for submission to Kindle and other eBook distributors.

### My Jutoh Parameters:

- "Split By Style" =  
**Copyright Text|Half Title|Book|Part|Heading 1\*|Blank Page**

- For EPUB 3 configuration Set “**Styles with generic font name**” =  
Appendix|Body Text San-Serif|Blank Page|Bibliography Heading |  
Book\*|Caption|Contents Heading|Copyright|Chapter Subtitle|Con-  
tents 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

## *Your Book Description*

**T**his is the single most important page of text for your book! Only the cover is a more important page for marketing your book!

This page should become the book description at Amazon KDP and other online book distributors. Amazon has a 4000 character or about 700-word limit and allows for simple HTML formatting such as bold, italics, h2, etc.—but no CSS.

At Amazon, only the first few lines are visible online before you have to click *Read More* make that text really **grab** the reader's attention.

Whether you leave this section in your book when publishing is up to you. I keep it within the book while writing, and then save it as a separate file when publishing.

### ***Publishing Metadata***

- Categories (KDP≤2):
- Keywords (KDP≤7):



## *Dedication*

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



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# *1 - Your First Chapter Title*

***Edit-remove optional "Chapter Subtitle" here.***

**Y**our content starts here...



## *2 - Your Second Chapter Title*

***Edit-remove optional "Chapter Subtitle" here.***

**Y**our content starts here...



## 3 - DWS New Chapters, Subheadings & Scenes

### ***New Chapters, Subheadings or Scenes †***

**L**ibreOffice Writer has an automatic chapter-numbering feature that automatically numbers chapters. 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 just a line of dots for a chapter, then you are missing the Narrow No-Break Space.

### ***3.1 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 a 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.

Optionally, you can add a [Chapter Subtitle].

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

### ***3.2 Starting A New Subheading***

This works just like a new chapter, except that No-Break Spaces are not required and you should use [Heading 2-4] as the style, depending on the depth.

### ***3.3 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 where I store text that I have written, but don’t know where to place yet.





## 4 - DWS Paragraph Styles<sup>6</sup>

### *[Chapter Subtitle]*<sup>7</sup> Optional

**P**aragraph styles affect entire paragraphs; font family, font size, spacing before and after, indentation, hyphenation, the “next” style and much more. In this style sheet style names are shown in square brackets. Style the first paragraph of a chapter, scene or sub-heading as [Body Text]. The [Body Text] style is automatically the “next style” after several types of styles such as Headings. There are other places that you might want to manually force this style such as after an image, block quote, list, etc.

[Body Text First Indent] is used for most of the other of the paragraphs of a chapter. It **may** have the first line of the paragraph indented about 0.26-inches. Novels and technical documents typically format paragraphs differently. Novels use indents to separate paragraphs while technical documents use spacing between paragraphs.

While I am writing, I like to use indented paragraph with a little extra space between each paragraph. During the final draft I adjust these parameters to the correct format for the type of document I am writing. Since 90+% of a book’s text is in these two paragraph styles, it only takes a minute modify the whole document.

#### Notes:

1. You can and should change the paragraph parameters for [Body Text] and [Body Text First Indent] to your liking. Read section [Body Text] & [Body Text First Indent] Styles to see how you set these parameters. **The templates are in what I recommend for production.** I use different parameters while writing. Having the text justified and hyphenated makes finding error harder for me.
2. Chapters with “DWS” in the name should be left in the book until you have significant amount of your content styled. This will allow you to use the “Applied Styles” filter to the Styles Pane—thereby removing from view most of LibreOffice Writer’s unused styles.

### 4.1 Dialog

Novels often have sections of dialog. This is sample dialog to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings.

---

<sup>6</sup> [Heading 1] is used for chapter titles.

<sup>7</sup> In novels the [Chapter Subtitle] could be a person, place, date, time or other important piece of scene information.

“Hello,” said Jane.

“Back at you,” was Tom’s reply.

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

“Great”

**Tip:** Watch ([tinyurl.com/y88rxbw2](http://tinyurl.com/y88rxbw2)) to learn the correct punctuation for dialog.

**Warning:** Dialog looks ugly if you use “Spacing Below Paragraph” like you would in a technical book.

### 4.2 Block Quote

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

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

—[Quote Attribution]

[Body Text] --- **Tip:** I usually set the paragraph after a [Body Quote] to [Body Text] by hand by double-clicking on “Body Text” in the Styles Pane. If you use [Quote Attribution], the next styles is [Body Text].

### 4.3 [Copyright Text] A Special Page Break

[Copyright Text] is used on the copyright statement of the copyright page to force Jutoh to add a page break for the copyright page for eBooks.

### 4.4 [Heading 1] Chapter Titles

[Heading 1] is used for chapter titles in the main body of the book. It will force a page break to a right-hand odd-numbered *recto* page of “Body Recto” page style.

- [Heading 1 FM] is used for titles of front matter sections. It will force a page break to a recto page of “FM Recto” style.
- [Heading 1 BM] is used for titles of back matter sections. It will force a page to a recto page of “BM Recto” style.

- **Note:** The reason that I use different Heading Styles in the different sections of a book is to force the correct header/footer styles and page numbering styles. This also makes **Tools | Chapter Numbering** work correctly.

**Warning:** Do not apply any direct styling to [Heading 1-4] text. It may look ok in the actual heading but will look funny on the Table of Contents.

### 4.5 *[Heading 2] Subheadings*

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

**Note:** There are styles [Heading 2 FBM] and [Heading 3 FBM] for use ONLY in the front or back matter sections.

#### 4.5.1 *[Heading 3]*

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

##### 4.5.1.1 *[Heading 4]*

I do not recommend using [Heading 5-6]. If your work is so complex that it requires that many levels, you might want to rethink. The Table Contents in the template only shows the top 4 levels.

### **[Heading 7] Outline Entry**

I use [Heading 7] as single-line titles for scenes when outlining a novel, since scenes don't have titles. These show up in the Navigator Pane and can easily be reordered. When outlining a technical book, I use [Heading 1-4].

I use [Body Note] for more details on the chapter, scene or subheading when outlining my book.

Both [Heading 7] and [Body Note] should be deleted when the final text is entered.

### 4.6 *Formatting Marks—Special Spaces & Hyphens*

There are several formatting marks that you should consider. They are available under **Insert | Formatting Mark**. Remember in eBooks line breaks can occur almost anywhere because the reader has control of the width of the screen and the size of the type.

- **Non-breaking Space**—This is used when you want to insure two words are always on the same line, like the space between Dr. and the doctor's name. "Dr. Tom Smith."
- **Non-breaking Hyphen**—Used when you want to ensure that a hyphenated name isn't split at the end of line. "Ms. Mary Smith-Jones."
- **Soft-Hyphen**—This is a hint to the typesetting software to tell it where it could hyphenate a word when it needs to. These look like very short hyphens on LibreOffice Writer's screen. When printed, they don't show, or look like a hyphen when needed. **Note:** The word typesetting here has a soft-hyphen here.

In LibreOffice Writer these marks show in gray to distinguish them from regular spaces and hyphens. LibreOffice Writer has keyboard shortcuts for formatting marks.

### 4.7 *Typographic Characters—Dashes, Ellipses, Etc.*

There are several special characters that are used in typesetting. I will only list the most common:

- **Figure Dash**—This is a dash the same width as the monospaced numbers 0–9. It is the correct width for a minus sign. It is –6 degrees outside.
- **En Dash**—This is a dash the width of the letter "N". It is used for a range of numbers. He drew 2–4 cards each hand.
- **Em Dash**—This dash has the width of the letter "M". It is used to separate two parts of a sentence. I used an em dash to at the beginning of each item in this list.
- **Ellipses**—It is used when something is missing from a sentence...don't use three periods.
- **Prime**—Prime is for feet or minutes '
- **Double Prime**—Double Prime is for inches or seconds "
- **Degree**—The degree sign –5° C

**Tip:** You are not supposed to have a space before or after En dash, Em dash or Ellipses.

These and many more symbols are available via **Insert | Special Character** or the Symbols-Icon on the icon bar. If you use these a lot, you can assign **Tools | Autocorrect** sequences to them. As an example, you might assign :\*\*\*: to the Asterism ✱ character.

## 4.8 Bibliography Entries

LibreOffice Writer has tools for maintaining a bibliography database. Add Books etc. via **Tools | Bibliography Database**. Add entries via **Insert | Table of Contents Index | Bibliography Entry**. *Master Digital Publishing With Jutoh 3* [JutohBook] is a great book. The *LibreOffice Writer Guide* [LOW64] has good documentation of using book-marks.

LibreOffice Writer's bibliography tools are OK for very small tasks. I recommend that you consider using Zotero ([www.zotero.org](http://www.zotero.org)) for larger tasks. There is a LibreOffice extension that integrates to Zotero. It automatically captures internet sources and it also allows you to use several citation formats.

## 4.9 Footnotes & Endnotes

LibreOffice Writer does footnotes at the bottom of the page for paperbacks and at the end of the chapter for eBooks.<sup>8</sup> Use **Insert | Footnote and Endnote | Footnote** to insert a footnote.

You can also do endnotes as the very last text in your book. I find this problematic, as I would like to place those endnotes after the end of the text, in their own section, but not as the very last printed words. I only use footnotes.

## 4.10 Comments—Co-author, Editor, Proofreader, Etc.

Writer can **Insert | Comment**. You can use these to make notes to yourself since they do not show up in PFD files or eBooks. **Tip:** If you send an ODT file to someone for review their comments will show up in a different color and include their name, if they add the comments via LibreOffice Writer.

## 4.11 Hyperlinks

Internet links (hyperlinks) in paperback books and eBooks behave very differently. You can actually click on the link in an eBook and go to the site that the link points to. Paperbacks not so much. When using a common source for both types of books, I recommend handling links the following styles:

- For **home pages** of well-known sites like Google, [Amazon](http://Amazon), Microsoft, it is ok just to use the name with or without the link. The reader should easily be able to find it—**but be consistent!**

---

<sup>8</sup> This is a sample footnote. Clicking on the number at the left will get you back to where you started.

- For less well known sites like LibreOffice ([www.libreoffice.org](http://www.libreoffice.org)), I recommend that you show the hyperlink as I have here. I have left off the “http://” since it is redundant. In a paperback the reader can read the link and enter it into their browser. In an eBook it is clickable.
- For longer links, like those that might list a product on Amazon, I recommend that you first shorten the URL using TinyURL ([tinyurl.com](http://tinyurl.com)) or Bitly ([bitly.com](http://bitly.com)).

### 4.12 Bookmarks And Cross-References

LibreOffice Writer allows you to insert Bookmarks in your document. It automatically creates them for Chapters, Headings, Tables, Images and some other items. You can insert a named bookmark with **Insert | Bookmark**. You can refer to a bookmark via **Insert | Cross-reference**. Example: See chapter DWS Paragraph Styles on page 25 for...

**Note:** When producing an eBook, Jutoh appears to convert the actual page number to a link with the text “here.” The example above would look like on page [here](#) for...

### 4.13 Code Or Typewriter Font

The code below is of [Code] style.

```
#include <stdio.h>
// This section formatted as "Code"
int main() {
// printf() displays the string inside quotation
printf("Hello, World!");
return 0;
}
```

**Note:** In a novel, this might be used for a telegram or other printed message that would be displayed in a monospaced font.

### 4.14 Handwriting Font

*[Handwriting] – Novels often need a love-note, suicide-note or other type of handwritten text. You have three options: use an italic block quote [Block Quote], handwrite the text and scan it in as an image, or download the font and do the font-magic to make the eReader display it. The [Handwriting] style is indented, ragged-right, in bold italics similar to a block quote so that it will look ok if the eReader doesn't have the font or ignores the font-magic. In a paperback it will look like handwriting.*

*The handwriting font that I use is Google's Handlee. It only has one style—upper and lower case plus numbers and punctuation, but appears to have diacritics.*

**Notes:**

1. You must have installed Google's Handlee font (<https://fonts.google.com/specimen/Handlee>) for the style above to look correct in LibreOffice or in print. However, [Handwriting] is styled to look similar to handwriting—bold, italic, indented, ragged-right, Sans-Serif without the font installed. This was done so that it could be used in eReaders without the font installed.
2. eReaders rarely-if-ever have a *Cursive* font built-in. If you want to have this look cursive on an eReader, you will have to embed the font in your eBook. In my experience, embedding a font and getting eReaders to display it is VERY DIFFICULT and error prone.

#### 4.15 Body Text San-Serif

Some authors use slightly smaller sans-serif font to distinguish notes and messages. This works ok in print, but in eBooks you need to use generic font names or embed the font. See the fonts chapter in the template instructions.

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

#### 4.16 Instruction Block

This paragraph style works only in this template, not in books. It is used on sample content included with the template as instructions. You should delete it after you have followed the instructions and added your content to the section that it refers.

#### 4.17 Accented Characters

I **assume** that if you are writing a book that includes lots of words with diacritics and non-english punctuation that you know how to enter them on your computer's keyboard. English speakers like myself still need to be able to type some accented characters. The Symbols icon on the toolbar is great for occasional use.

*My 4'11" fiancée had a tête-à-tête with the naïve maître d'hôtel about 200°C jalapeños at the €10 smörgåsbord. It was déjà vu all over again. ¿Qué pasa?.*

**Warning:** If you are writing in a language other than US English and you want Spell-Checking to work, you may have to check the language attribute of paragraph styles. I created a [Body Text No Spell] for text that I wanted to turn off spell checking selecting a language of "None."

##### 4.17.1 Common Latin-1 Diacritic Characters

àáâãäåæ çćč đ éêëē ĩıĩ ñ òóôõöøœ š ùúûü ýþÿ ž



ÀÁÂÃÄÅÆ ÇĆĎ ËÊËËË ÌÎÏ Ñ ÒÓÔÕÖØ Ù Š Ÿ ÚÛÜ Ü ÝÞŸ Ž

### 4.18 Title Page Styles

I have several styles: **[Book Author]**, **[Book Publisher]**, **[Book Subtitle]**, **[Book Title]** that are used only to style the title page. You may have to change the font size and paragraph spacing to meet your needs. These were created to allow you to adjust the inter-paragraph spacing without using multiple enter/return characters.

I recommend that the title page be a full-page JPEG black-and-white image. This way it will scale to fit an eReader and still looks good in a paperback.

There is also a **[Half Title]** style that creates a half title page. It is automatically filled in with the title from the files properties.

### 4.19 Blank Page

Some paperback book distributors require that the author make books an exact multiple of 4, 6, or 8 pages because of the way that they print books. Others automatically add any required extra pages. [Blank Page] style will create a new page of style BM Recto. This should only be used in the back matter of your book. By default, it also causes these blank pages to occur in your eBook as well. To create a blank page—at the end of the last page, type “Blank Page” and style this line as [Blank Page]. Each time you do this it will add two pages—a recto and a verso page.

### 4.20 [Body Text] & [Body Text First Indent] Styles

These are the styles that 90+% of the text in your book will be written. Novels, technical books, memoirs and historical fiction use different paragraph styles. Novels use *indented paragraphs*—except for the first paragraph of chapters, scenes, or after items such as headings, lists, block quotes or images. Technical documents use block paragraphs—no indentations but an extra gap between paragraphs.

This template forces [Body Text] as the next style after [Heading 1-9] and several other styles. You may have to manually apply the style in cases like after a list or block quote without attribution. [Body Styles First Indent] is always the next style after [Body Text]. This means that you can start a chapter with [Heading 1] for the title—the first paragraph will be [Body Text] and the rest of the paragraphs will be [Body Text First Indent]. This all happens automatically.

While I am writing, I have set the parameters for these styles the way I find easiest to write. At some point later in the process, I modify them to be correct for publishing the document. It only takes a minute to modify the parameters of both styles and that will change them for the whole document!



### 4.20.1 *Parameters I Use While Writing*

Parameter	Value
Body Text – Alignment	Left Aligned
Body Text – Hyphenation	Off
Body Text – Indent Before & After	0 <sup>9</sup>
Body Text – Indent First Line	0
Body Text – Spacing Above	0.06” <sup>10</sup>
Body Text – Spacing Below	0
Body Text – Next Style	Body Text First Indent
Body Text First Indent – Alignment	Left Aligned
Body Text – Hyphenation	Off
Body Text First Indent – Indent Before & After	0
Body Text First Indent– Indent First Line	0
Body Text First Indent– Spacing Below	0
Body Text First Indent– Next Style	Body Text First Indent

### 4.20.2 *Production Parameters for a Novel*

Parameter	Value
Body Text – Alignment	Justified <sup>11</sup>
Body Text – Hyphenation	Automatic
Body Text – Indent Before & After	0
Body Text – Indent First Line	0
Body Text – Spacing Below	0
Body Text – Next Style	Body Text First Indent
Body Text First Indent – Alignment	Justified
Body Text – Hyphenation	Automatic
Body Text First Indent – Indent Before & After	0
Body Text First Indent– Indent First Line	0.26
Body Text – Spacing Above	0
Body Text First Indent– Spacing Below	0
Body Text First Indent– Next Style	Body Text First Indent

### 4.20.3 *Production Parameters for Technical Writing*

Parameter	Value
Body Text – Alignment	Justified
Body Text – Hyphenation	Automatic
Body Text – Indent Before & After	0
Body Text – Indent First Line 0.0”	0
Body Text – Spacing Above	0

<sup>9</sup> LibreOffice Writer’s tables like to convert 0.0” to 0. All numbers are in inches.

<sup>10</sup> The space above looks better when you force a [Body Text] after a list, image, table or block quote.

<sup>11</sup> Those items in **red** are the ones I recommend changing.

Body Text – Spacing Below	0
Body Text – Next Style	Body Text First Indent
Body Text First Indent – Alignment	Justified
Body Text – Hyphenation	Automatic
Body Text First Indent – Indent Before & After	0
Body Text First Indent– Indent First Line	0
Body Text First Indent– Spacing Below	0
Body Text First Indent– Next Style	Body Text First Indent

By using named styles correctly, rather than direct formatting, by changing just a couple of parameters in two styles of the whole document can be adjusted to meet the needs of different audiences.

### 4.21 Spelling & Grammar Checking

LibreOffice Writer has tools to spell checking and some grammar checking. These may differ between Windows and macOS. On my Mac, the spell *automatic* checking has turned itself off several times.

**The sentence below should have some errors showing.**

**Thiss sentence sentence is a test , do not fix!**

**Red** wiggly = spelling, **blue** wiggly = words, **green** wiggly = LanguageTools.

On macOS there is an extension *LanguageTool* from (<https://extensions.libreoffice.org/en/extensions/show/languagetool>). This is the grammar checker extension for LibreOffice. This extension requires that you install Java on your system. You can get open-source Adopt Open JDK ([adoptopenjdk.net](https://adoptopenjdk.net)) kit and install it, if you don't already have java installed.

#### 4.21.1 Troubleshooting Spell Checking

There are several places to look for when this doesn't work:

- That **Tools | Spelling** actually works on command.
- **Tools | Automatic Spell Checking** has a check mark.
- That the font tab of the named style, like [Body Text], has the correct language set.
- Quit and restart LibreOffice Writer.

## 5 - DWS Character Styles

**C**haracter 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. You should NEVER use the font-family and font-size drop-downs to style a paragraph—use or create a named style. Watch this YouTube video ([tinyurl.com/y9hmxcje](https://tinyurl.com/y9hmxcje)) about the issues with direct formatting. This video uses MS Word, but the issues are the same for any word processor.

### 5.1 First Paragraph Styles For Chapters

The first paragraph of a chapter, and sometimes scenes, is often styled different from the rest of the text. It is not normally indented. In some books a Drop Cap is used. In others the first few words are in SMALL CAPS or **ALL CAPS**. When using fancy styles to decorate the first paragraph of each chapter, you should make sure to start each chapter with paragraph that is over 7 words long. Short dialog look terrible in an of these styles!

#### 5.1.1 Small Caps

LIBREOFFICE WRITER DOESN'T have the hooks to automatically do small caps for the first 3–5 words, so you must select the words and apply the [Small Caps] character style manually.

**Warning:** eReaders often don't handle Small Caps uniformly.

#### 5.1.2 All Caps

**I ALSO CREATED** [All Caps] for the same purpose.

#### 5.1.3 Larger Text

**Often authors put** the first 3–5 words of a chapter in large text. I created [Larger Text] as a character style for this purpose.

### 5.1.4 Larger First Letter

**M**aking the first letter of the first paragraph larger looks the good in my opinion. This works well in eReaders. “**I**f the first character is a quote,” then make the first two characters [Larger Text].

### 5.1.5 Largest Text

**T**his is the same as above but the font size is even larger. [Largest Text] could be used for first paragraphs of a chapter, while you use [Larger Text] for the first character of each scene. Just be consistent. **Tip:** I use [Largest Text] just on the first character in these templates.

### 5.1.6 Drop Cap (A paragraph style)

**T**his paragraph is styled as [Drop Cap]. Drop Cap paragraphs must be styled manually, look terrible when beginning with a quote symbol, and must be at least two lines long. **Personally I don't like drop caps and don't use them.** If you use the [Drop Cap] style you must ensure that the first paragraph of every chapter is at least four lines long and does not begin with a quote. Too much work!

## 5.2 Notes, Tips & Warnings

I have created three character styles for Notes, Tips and Warnings.

**Note:** Notes are a good idea.

**Tip:** Avoid direct formatting.

**Warning:** Don't eat Tide pods!

Be advised that the colors will show up as gray when viewed in black-and-white, like a paperback or an ePaper display.

## 5.3 Latin-1 Characters

Below is the minimum set of Latin-1 characters that I want to see in a font for Titles, Headings and Body text.

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 çċ ċ èéêë ĭĩ ñ òóôõöøœ š ůúû ŷþÿ ž  
 ÀÁÂÃÄÅÆ ÇĆ Ć ÈÉÊË ĬĨ Ñ ÒÓÔÕÖØ Œ Šš ŮÚÛ ŸŸŽž  
 (-,.;:) ‘?’ “!” [#] {@} «/» ‹\*› `&’ `~" (punctuation)  
 \_ - – — — … (underscore, hyphen, figure, en & em dashes, H bar, ellipses)  
 | | | - | | (space, NB space, NB hyphen, soft hyphen)  
 ¢\$£¥° | `^\$†‡¶ ✱ (misc)  
 +÷×•√∫f∑ ≈≍≤≥± ∞∂∏∏∏∏∏∏∏ ∅ ← ↑ → ↓ (math optional)

When considering a new font, I copy-and-paste the above example—then style it with the new font and look at it for:

1. Any missing characters. These are often shown as *tofu*—little white rectangles. I also create an eBook, using Jutoh, and look at the output with Amazon’s Kindle Previewer and other eReaders. If you need characters other than the above then you MUST do this.
2. If the numbers 68 have ascenders and 34579 have descenders. I don’t like these “old style” numbers like the Georgia font has.
3. Overall appearance—very subjective. I try to find a Serif and Sans-Serif font that look good together.
4. How many styles/weights that the font-family has. To be used for body text or headings it must have at least Regular, **Bold**, *Italic*, ***Bold-Italic***, but more weights and a condensed style help with headings and titles in print.

See the *Fonts* section of the instructions document (DWS-BookTemp-Instructions.pdf) for information about how fonts work for eBooks. You have very limited options in an eBook!



## 6 - DWS Images

**e**Readers prefer images to be in JPEG format. You should look at any color images and check them out in blank-and-white to see what they will look like in a paperback version or on Amazon's Paperwhite eReaders. Shades of red and blue can both look the same in grayscale. You can do this via the image toolbar and pulling down and changing "Default" to "Grayscale."

Most screen-captures are about 100 dots per inch. Paperback book distributors want at least 300 DPI because 100 DPI looks fuzzy. Try to make screen-captures on a Retina or 4K display, you can always scale down, but you can't scale up images.



*Figure 1: Eagle eating a duck on my dock*

### 6.1.1 The steps to insert an image

When creating an eBook images have to be inserted in a way that makes both LibreOffice Writer and Jutoh happy. Below are my steps:

1. Create a paragraph, [Center] it where you want the image.
2. From the OS's Finder or File Explorer drag the image to the spot where you want it. A wiggly vertical line will show where the image will be placed.

3. Right-click on the image and:

- (a) Anchor to character
- (b) Wrap Off
- (c) Align Center and Align top to Anchor
- (d) Under Properties / Type set “Keep Ratio” and adjust “Width” to be a percentage that make the image the size you want.

**Warning:** Do not accidentally delete the centered, empty paragraph that the anchor for the picture.

### 6.2 *Caption, Figure, Illustration, Table, Table Caption Styles*

This template has styles for the above elements. *They are all similar to this [Caption].*

### 6.3 *My Issues With LibreOffice Writer's Images*

- Seem prone to errors
- If you add a caption to an image, it is difficult to delete the caption or image. Often a leaving hole where the image was. I must copy that space and surrounding text to a scratch document and re-enter or copy the text back into the original document. Yuk!
- Positioning the image and/or the anchor is difficult.



## 7 - DWS List Styles

**L**ists in both LibreOffice Writer and Microsoft Word are fragile and full of pain. They also behave differently.

### 7.1 *Bulleted Lists*

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

- One [DWS Bullet List]
- Two
  - Two a
    - Two 3rd level
  - Two b
- Three

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

### 7.2 *Numbered Lists*

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

1. One [DWS Numbered List]
  - (a) One a
    - (i) One roman
      - (I) One ROMAN
2. Two

## DWS Book Template -- Tech

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

### Notes:

- You Must check the paragraph style of the list entries. And make sure that they are the same in all lists. It looks ugly if some entries are [Body Text] and others indented via [Body Text First Indent]. **I use [Body Text]**. You could create a [List Entry] style.
- With numbered lists, you will see that the numbers continue from the first list. You must right-click and select restart numbering.

## 8 - DWS Tables

### 8.1 Simple LibreOffice Writer Tables

Table 1: Box List Blue Table

Name	Age	Gender
Dave	75	Male
Dotti	74	Female

**Warning:** DO NOT try to use LibreOffice Writer's ability to insert worksheets from LibreOffice Calc as an object. It looks good except that they are blank when exported to an eBook.

**Tip:** If you have a complex table you may do better making it in LibreOffice Calc or Excel, printing it and scanning it in as an image. The same applies to formulas.

### 8.2 Table Of Figures, Index Of Tables, Bibliography & Index

#### Table of Figures

Figure 1: Eagle eating a duck on my dock.....39

#### Index of Tables

Table 1: Box List Blue Table.....43

#### Bibliography

JutohBook: Dr. Julian Smart, Master Publishing with Jutoh 3, 2020

LOW64: LibreOffice Documentation Team, LibreOffice Writer Guide, 2020

LibreOffice Writer's bibliography tools are OK for very small tasks. I recommend that you consider using Zotero ([www.zotero.org](http://www.zotero.org)) for larger tasks. There is a LibreOffice extension that integrates to Zotero. It automatically captures internet sources and it also allows you to use several citation formats.

**Notes:**

1. LibreOffice Writer's "Alphabetic Indexes" do not support hyperlinks like the TOC does. Jutoh doesn't handle LibreOffice Writer's indexes. These two things make indexes useless in an eBook.
2. If you use Table of Figures, Index of Tables, Bibliography in you book you will want to put them on separate pages and apply some styling.
3. ExtraBits/BookParts has full page Table of Contest (FM-TOC4s), List of Figures (FM-LOFs), List of Tables (FM-LOTs) with page numbers (-print.odt) and without page numbers (-eBook.odt. **Insert | Text From File** to include these where you need them. **Note:** You will have to change the [Heading 1] to [Heading 1FM] if the table is in the front matter section. You will have to change the [Heading 1] to [Heading 1BM] if the table is in the back matter section. Of course, you will have **Tools | Update | Update All** to get the content filled in and up-to-date.

## 9 - DWS Page Styles

**D**WS-BookTemp\* templates have several page styles. Some paragraph styles force a specific page style. For example, [Heading 1] forces a new page of style [Body Recto]. This is for the first page a chapter in the body of the book. [Heading 1 FM] does this for sections of the front matter and [Heading 1BM] does this for the back matter.

### 9.1 Front Matter

The front matter of a book includes all sections *before* the first numbered chapter of the book. LibreOffice Writer wants the first page of the book to be of the **[First Page]** page style. We often think of this as the *Title Page*. It is always a right-hand odd-numbered *recto* page. The back-side of the title page is the Copyright page. It is always on a left-hand even-numbered *verso* page and is of the **[Copyright]** page style.

The remaining sections of front matter use two styles: **[FM Recto]** for the first page of each section. The style **[FM Default]** is *mirrored* and is used for the remaining pages of a section. The paragraph style **[Heading 1 FM]** is used to indicate the title of the front matter section and to cause the page style to be forced to **[FM Recto]**. The page numbers in the front matter are in lower-case Roman numerals.

The subheading styles: **[Heading 2 FBM]** and **[Heading 3 FBM]** are used either the front matter or the back matter of the book. The reason that you should use these rather than **[Heading 2]** and **[Heading 3]** is that if you use automatic chapter numbering, these headings would also be numbered.

### 9.2 Body Of The Book

The main body of the book uses two-page styles: **[Body Recto]** and **[Body Default]**. These work similarly to the two FM page styles in the front matter. The paragraph style **[Heading 1]** forces the page to be **[Body Recto]**. Page numbers in the body of the book are in Arabic numerals. If you are using subheadings in the body of the body of the book, you should use **[Heading 2]**, **[Heading 3]**, etc.

### 9.3 Back Matter

The back matter contains anything after the last numbered chapter. These could be appendixes, About the Author, References, etc.

Paragraph style **[Heading 1 BM]** forces the page to **[BM Recto]**. Further pages are styles as **[BM Default]**. Should you need subheading use **[Heading 2 FBM]** and **[Heading 3 FBM]**.

Having these page styles allows you to have different numbering for the back matter of your book.

In the pre-online-sales era, authors put lots of stuff in the front matter of printed books. If a potential buyer wanted to browse the book, they could easily skip over this stuff. With online sales, the readers can only see a sample of the first part of a book online. As a result, authors have moved some marketing content to the back matter of their books.

### 9.4 Page Size & Margins

**Page size, margins, headers & footers only apply to printed books!** LibreOffice Writer requires that you set the page size and margin for each page style. This template is for US Letter size pages. If you want to change the page size or margin then you will need to change them in several page styles—about 8 are used in this template. I left a large enough outer margin so that the reader's hands have room. If you are trying to be more space-efficient, you can reduce this.

### 9.5 Gutter Margin

Printed books need margin space for the binding. If you create a thick book you may have to increase this value. On recto pages this is the left margin, on verso pages this is the right margin. On mirrored pages, with *default* in the name, this is the inner margin. I picked a margin size that would work for books up to 250 pages.

### 9.6 Paperback Headers And Footers

Paperback novels usually have the authors name in the header of the verso page and the book title in the recto header. Technical books usually have the title in the verso header and the chapter title in the recto header. Normally there is no header on the first page of a chapter. Page numbers are in the footers.

In this template I have no headers in the front matter or back matter. If you want them, find or create a section with at least three pages and set the headings to your liking. In the ExtraBits/BookParts directory are three files with “PageLayout” in the titles, you can use these to set up headings.

I like the verso header and verso footer left-justified — The recto header and recto footer right-justified. This places them at the outside edges of the book.

**This is styled as [Header].**

This is styled as [Footer].

You can use a two- or three-column table to format more complex headers and footers.

## ***9.7 EBook Headers And Footers***

Headers in eBooks are totally created by the eReader.





## 10 -DWS Avoid These Styles & Features

**L**ibreOffice Writer has a number of features that should be avoided if you are writing an eBook. If you are only writing a paperback, you *may* be able to use these.

- **Tabs or Multiple Spaces for Horizontal Alignment** - eBooks are actually web-pages and HTML has no function like a tab. Multiple spaces and tabs act as a single space.
- **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. If you really must have a blank line, use a blank line containing a “Non-Breaking Space” formatting mark.
- **Direct Formatting** - Use named styles instead, except for bolding or italicizing a word or short phrase. Watch this YouTube video ([tinyurl.com/y9hmxcje](https://tinyurl.com/y9hmxcje)) about the issues with direct formatting. The video uses MS Word, but the issues are the same for any word processor. **Keep the informational content of a document separate from the details of how to display it.** This allows you to change the display style for all content of a named semantic element in one place.
- **Low-resolution Screenshots** – All graphics should be 300 dots per inch or as close as you can get. Make screenshots on a retina or 4K display rather than an HD 1080 display.
- **Tables / Objects from LibreOffice Calc** – LibreOffice Writer allows you to import worksheets from Calc. They don’t work in eBooks.
- **Horizontal Line** – Jutoh does not handle LibreOffice Writer’s horizontal lines very well.
- **Borders, Shadows, Outline or Fancy-underlining** – Do not use these on any paragraphs or character styles, Jutoh doesn’t like them. In some cases it just ignores them, in other is behaves badly.
- **Emoji, Wingdings or Odd-ball Characters** – eReaders have very limited fonts.
- **Alphabetical Index** – This relies on page numbers and eBooks don’t have page numbers.

## DWS Book Template -- Tech

- **Fontwork** – No HTML equivalent.
- **LibreOffice Writer Math Formulas** - No HTML equivalent. Print the formulas and scan it in as an image.
- **LibreOffice Writer Master Documents** – Too complex to use!

## *11 -DWS Parts Of A Book*

**B**ooks contain may optional sections in the front matter and back matter of the book. ([tinyurl.com/yd6spsaa](http://tinyurl.com/yd6spsaa)) lists many. It also tells what they should cover.

This template includes:

### **1. Front Matter**

- (a) Title page
- (b) Copyright
- (c) Half Title page
- (d) Book Description—not a typical part
- (e) Introduction
- (f) Prologue †

### **2. Main Body**

- (a) Book—for multi-book sets †
- (b) Part—for multi-parts books †
- (c) Chapters for the main body

### **3. Back Matter**

- (a) Epilogue or Postscript †
- (b) Bibliography
- (c) About The Author
- (d) Legal, Credits & Copyright
- (e) Blank Page

## DWS Book Template -- Tech

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## *Bibliography*

JutohBook: Dr. Julian Smart, Master Publishing with Jutoh 3, 2020

LOW64: LibreOffice Documentation Team, LibreOffice Writer Guide, 2020

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