

# DWS BOOK TEMPLATE --- MASTER

Your Very Long Keyword-rich Subtitle

Edition: 25.03.0

Book 1 of Your Series Name

by

***David Snow***

Your Publisher Imprint

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Your Publisher Imprint

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## ***METADATA BLOCK***

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**Last Modified:** 2025-02-24 08:21 AM (Rev#232) by David Snow  
**Copyright** © 2022 David Snow  
**Length:** 132 pages, 16707 words, 861 paragraphs, 97852 chars, 11 tables, 25 images, 1 objects.



This QR code takes you to my  
GitHub repository at

<https://github.com/DavidWSnow/DWS-BookTemp>

# **DWS BOOK TEMPLATE --- MASTER**



# ABSTRACT

*When I started writing an eBook with LibreOffice Writer, I could not find an eBook template that had significant sample content that demonstrated the required styles. I created a master template, and two child templates. 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 chapter and subheading numbering. The user can easily modify these styles to meet their exact needs. I designed these templates for both paperbacks and eBooks from a common source.*

*A third template is a copy of the technical book template, but with many styles changed, so that are more appropriate for a shorter work, like a report. This template is intended for printed (PDF) documents only—not eBooks.*

**Keywords:** LibreOffice Writer, template, technical, novel, report.





# HOW TO USE THIS TEMPLATE

**L**ibreOffice Writer 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 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 or Jutoh, 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>.
4. [WWW.TheFrugalComputerGuy.com](http://WWW.TheFrugalComputerGuy.com) has well over 100 videos with examples. These are using version 5 of LibreOffice, but still mostly apply with the current version.
5. Dr. Julian Smart (2021) has written a very complete text on the use of Jutoh as a tool for creating eBooks. He and his wife, who has

published several books, actually edit their books in Jutoh. I prefer to work in LibreOffice Writer and convert the ODT file into an eBook with Jutoh.

**Note:** The citations above were created using Zotero. The *References* section in the back matter shows the other half of these citations. An example of LibreOffice's citation tools is also shown there.

## CONVENTIONS USED

- The folder/directory called **MyEbooks**<sup>1</sup> is where I keep all of my books, reports, short stories, etc.
- I assume that you are creating a book, report, or short story in the sub-folder **NewBook**<sup>2</sup> and the file is **NewBook.odt** in my examples. Any associated documents, images and Calc workbooks, would be kept in sub-directories (**images**, **calc**, **etc.**)
- I style LibreOffice 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. I rarely mention keyboard shortcuts, since they are different for Windows and macOS.  
**Tip:** LibreOffice lists the keyboard shortcuts next to the menu items.

---

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

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

- This template get its “Title” from **File | Properties | Title** and its “Subtitle” from **File | Properties | Subject**. The “First Author” from the actual name of the user from Option/Preferences for LibreOffice.
  - That you always have the sidebar visible, i.e. **View | Sidebar** is checked. This gives easy access to the Styles, Navigator, Find and the Properties panes.
  - Named paragraph and character styles are shown in square brackets. [Body Text]
  - **Notes**, **Tips**, and, **Warnings** as shown like this.
  - Sections that only apply to the technical template have a § in their title. Sections that only apply to the novel template have a † in the title. Sections that apply only to the report template have a € in the title.
  - I show the names of “styles” like [Body Text] inside of square brackets.
- In the sample content, instructions are in an [Instruction Block]. These should be deleted after being read and considered.

## ***ALWAYS AVOID USING THESE!***

1. Do not use “direct formatting”—the applying “font style”, “font size”, center, color, etc. **directly** from the formatting toolbar. Always try to use named paragraph styles and named character styles from the styles pane or the styles drop-down on the formatting toolbar. **Keep the informational content (actual text) of a document separate**

**from the details of how to display it (style information)!**

2. Do not use the ruler to change margins and indents. Use named page styles and adjust the attributes there. It is hard to be consistent when using the ruler. I don't even have it displayed by default.
3. Do not use the tab character or multiple spaces for indenting or horizontal spacing. Do not use two spaces after a period. 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.
4. As with any word processor, copying-and-pasting from a differently-styled document, a Microsoft Word document, or even worse, an HTML web-page can be very tricky. Avoid bring the old-and-unneeded style information along with the text!
5. If you are making an eBook avoid using LibreOffice's alphabetic indexing tools. This won't work in an eBook—since eBooks don't have page numbers. Also use LibreOffice's Table of Contents for the PDF version, but make a separate copy of the file, without the TOC for the sBook version. The tool that make the EPUB *should* create its own TOC.

## ***TEMPLATE INSTRUCTIONS***

1. It is assumed you have created the two folders listed in the conventions above, and that DWS-BookTempTech, DWS-BookTempNovel, DWS-BookTempReport and have been saved in LibreOffice Writer's templates directory, "My Templates."

2. 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 folder. **Warning:** Be sure to look where LibreOffice Writer is saving this file for the **first time**. The default may be in your “Documents” folder. \$\$\$
3. The Navigator pane and the Styles pane are both available via the sidebar. (**View | Sidebar** is checked). 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 just by clicking on the sidebar. I use the standard toolbar, but you can use any of LibreOffice Writer’s six choices via **View | User Interface**. **Tip:** If you are working on a small screen device, like my 2020 13” MacBook Air, you will have to play with the size of these panes and the scaling slide in the bottom right corner of the screen to get the best possible screen presentation.
4. You should read the template chapters starting with *New Chapters, Subheadings & Scenes* and see which styles would be useful in your book, so that you can take advantage of them.
5. Any chapters that have whose titles begin with **DWS** should not be deleted until you have entered and styled enough of your work to have used the most common styles in your book.

6. Enter the book's title in **Files | Properties | Description**. The title page and page-headers use this field. The title should be only 3–4 words, since longer titles don't show up well on the thumbnails that online book-sellers display on the web.
7. Enter the "Subject" field with the subtitle of the work. This should be a long **keyword-rich phrase** and *usually* doesn't have to be displayed on the cover image.
8. I use the LibreOffice field "First Author" for the author's name. LibreOffice uses just 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. **Note:** In novels the author's name also appears in the header of verso pages.
9. Search for "YourEmailAddress@gmail.com" and replace with your email address and/or other contact information.
10. Working through the front and back matter sections, edit or delete; Copyright, Half Title, Abstract, Dedication, Epigraph, Prologue, Book Description, About the Author and Legal & Credits sections to meet your needs. 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. Pay attention to the paragraphs in Legal, Credits & Copyright and delete those that don't apply. Edit those that need it. **Tip:** A technical document looks funny by stating that it is a work of fiction—novels look funny with the "as is" warning.

11. The front matter section *How To Use This Template*, the body chapter *Paragraph Styles* and the back matter section *Legal Credits & Copyright* each have enough pages for you to be able to check and adjust the header and footer to meet your needs. **Note:** You need at least 3–4 pages.
12. In the body, look at the Automatic Chapter Numbering style (**Tools | Heading 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 subheading. Each is preceded by a number—“1 -”, “2 -” etc. With technical books this goes four level deep.
13. Starting at *Your First Chapter Title*, edit/enter your work. Apply the following styles as needed.
  - Chapter Title = [Heading 1]
  - Chapter Subtitle = [Chapter Subtitle] (optional)
  - In a technical book, use [Heading 2-4] for subheadings.
  - In a novel, use your scene-break characters (\* \* \*) or \*\* (asterism) styled as [Heading 8].
  - Block Quotes = [Quote Body]  
Quote Attribution = [Quote Attribution]
  - First paragraph of Chapter, Scene Break, Subheading, or after a list, image, block quote should be [Body Text]. The first three should be automatic.

- Most of the remaining paragraphs should be [Body Text First Indent]. This should be automatic.
  - Words you want in italics = character style [*Emphasis*]. Words you want in bold should be character style [**Strong**]. If you want both [***Strong Emphasis***].  
**Note:** Strong and Strong Emphasis should not be used often.
  - [Heading-Appendices] is used for the title of appendices. It is similar to [Heading 2 FBM], but this style is important if you have a *List of Appendices*.
14. 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].
15. Look at the headers and footers on the first three or four *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>3</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..
16. 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.

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3 A *verso* page is a left-hand even-numbered page. A *recto* page is a right-hand odd-numbered page.



17. After you have entered your content, delete the chapters and sections with “DWS” in the name, the orange “Instruction Blocks” and the yellow [Heading 7] and [Body Note] that are used for outlining.
18. 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.
19. Read through the comments and make sure that you paid attention to them. Then delete all the comments.
20. 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 heading *[Body Text] & [Body Text First Indent] Styles* for instructions on setting these values for novels and technical books.
21. Proof-read and edit your draft—fix as required.
22. **Tools | Update | Update All** to update the page numbers in the TOC et al.
23. Paperback books require a separate 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 correctly planned, a JPEG in the correct resolution can be extracted for the front cover of your eBook at the same time.

## ***TABLE OF CONTENTS ET AL***

This kit contains two sets of Table of Contents, LOFs, LOTs, and List of Appendices—one for an eBook and one for a paperback. Both have hyperlinks, but the eBook version doesn't have page numbers. The template is set up for a paperback book. In the *ExtraParts* directory there are two TOC files: *FM-eBook-TOC.odt* and *FM-Paperback-TOC.odt*. You will want to use the correct one for each type of book.

## ***POST PROCESSING FOR A PAPERBACK***

1. This template is set up for 8.5" x 11" US letter paper because that is what my printer uses. You will likely want to produce a smaller paperback book, which means that you will have to adjust the page size at some point. 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 500 pages. See your book distributor's documentation for their exact requirements.  
**Note:** In Version 25.01.0, I made the novel template 5"x8" and the technical one 6"x9".
2. **Tools | Update | Update All** to correct the page numbers in the TOC and any other lists.
3. **File | Export | Export as PDF** and check the following boxes: Range = All, JPEG Compression = 90%, Export Automatically Inserted Blank Pages.
4. View the PDF file and see that it looks correct. Fix the ODT file as required if there are problems.

5. Submit the PDF of the interior and the PDF of the cover to your book distributor. Get a sample printed copy of your paperback and check it for errors, headers, margins etc. Adjust as required.

## ***POST PROCESSING FOR AN EBOOK***

Today Amazon Kindle (KDP) likes EPUB3 submissions for Kindle books. KDP's Kindle Viewer will display EPUB books. This means that you can create books in EPUB3 format and submit them to a wide variety of distributors. If you are writing on a Mac you can read the books on macOS' Book app.

1. 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.
2. Remember to **Tools | Update | Update ALL** to update the indexes in LibreOffice.  
**Warning:** For the past several major versions LibreOffice Writer has able to export EPUB3 files. It can, **but only for very simple content**. There are **SEVERE** limitations—LibreOffice Writer's fields, lists, tables and much more don't work. Since Table of Contents and other features require fields, many other functions don't work either! I hope that LibreOffice Writer will remove these EPUB3 limitations soon, so that we can use it to create eBooks not just very simple documents. **Note:** Still true in LibreOffice 24.8.

For now, I use Jutoh ([www.jutoh.com](http://www.jutoh.com)) for eBook conversion. See the instructions at my GitHub repository ([tinyurl.com/y9ah3t5f](https://tinyurl.com/y9ah3t5f)) for how to create an EPUB3 for submission to Kindle and other eBook distributors.

## ***JUTOH STEPS***

Using ODT's Table of Contents in an EPUB is a real 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. You need to create two source files: one for you paperback, and one without ODT's Table of Contents, for your Epub.
  - (a) Make a copy of the file with ODT's TOC with "eBook" in the name.
  - (b) There **may** be an extra Page Break located where the TOC had been. Delete this page as well.
  - (c) Save this file. Use this file for the Jutoh Steps below..
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 \* | Heading-Appendices-2 | Blank**

## Page

**Note:** By default Jutoh only splits on Heading 1.

4. Select your cover; “Finish”. You should have your own cover art and not use the default art.
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 reinport 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!

# BOOK DESCRIPTION

**T**his 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!

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 or JavaScript.

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.



# EPIGRAPH

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

*—Albert Einstein*



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# 1 - YOUR FIRST CHAPTER TITLE

*Edit/remove optional [Chapter Subtitle] here.*

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



# 2 -

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

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



## 3 - TESTING CHAPTER

*Chapter Subtitle*

**T**his chapter is a place to test ideas or styles—delete before publishing! This is where you can test various formatting ideas rather than in the actual text of your book.





## 4 - NEW CHAPTERS, SUBHEADINGS & SCENES

*New Chapters, Subheadings or Scenes ≠*

**L**ibreOffice 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 chapters, then you are likely missing that Narrow No-Break Space.

### 4.1 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 **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.

## ***4.2 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].

### 1.1.1

## 4.3 STARTING A NEW SCENE †

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.

\* \* \*

The paragraph following a [Heading 8] scene break is always [Body Text]. An asterism \*\* is also a good break character.

## 4.4 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.



## 5 - PARAGRAPH STYLES<sup>4</sup>

*[Chapter Subtitle]<sup>5</sup> Optional*

**P**aragraph styles affect entire paragraphs; font family, font size, spacing before and after, indentation, hyphenation, the “next” style and much more— up to 15 tabs worth of attributes. In this style sheet, style names are shown in square brackets. Style the first paragraph of a chapter, scene, or subheading is usually [Body Text]. The [Body Text] style is automatically the “next style” after several types of styles such as [Headings 1-9]. 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.

When using “lists” I have created [List Entry] style it is similar to [Body Text] except that it is left aligned and not hyphenated. I do this because list entries are often short

---

4 [Heading 1] is used for chapter titles.

5 In novels the [Chapter Subtitle] could be a person, place, date, time or other important piece of scene information.

and when the software tries to justify the text it often looks strange.

While I am writing, I like to use indented paragraph with a little extra space between each paragraph. I also prefer to have ragged-right text rather than justified text. 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 three paragraph styles, it only takes one 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 to set these parameters. **The novel and technical templates are in what I recommend for production.** I use different parameters while writing. The “master” template, is how I like to write. Having the text justified and hyphenated makes finding error harder for me to catch errors..
2. Chapters with “DWS” in the name should be left in the book until you have a 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.

## 5.1 DIALOG

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

### 1.1.1

“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 hideous if you use “Spacing Below Paragraph” like you would in a technical book.

## 5.2 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 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]

[Body Text] --- **Tip:** I usually manually 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]. **Tip:** The dash before the name of the author is an *em dash* not a hyphen.

### 5.3 [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 an eBook. Normally, page breaks are forced by [Heading 1], which gets them into the Table of Contents.

### 5.4 [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” 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.

### 5.5 [HEADING 2] SUBHEADINGS

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



### 1.1.1

**Note:** There are styles [Heading 2 FBM] and [Heading 3 FBM] for use ONLY in the front or back matter sections. There is also [Heading-Appendices] that is used in any appendices sections—located in the back matter. This style makes the *List of Appendices* work.

### 5.5.1 [HEADING 3] §

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

#### 5.5.1.1 [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 of Contents in the template only shows the top 4 levels.

**Note:** This template does not use [Heading 5] and [Heading 6]. [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 to make reordering easier.

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

Both [Heading 7] and [Body Note] should be deleted at or before post-processing.

### 5.5.2 [HEADING 8] SCENE BREAK †

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

\* \* \*

I use [Heading 8] for “scene breaks” in novels. Insert your scene break characters \* \* \* and style as [Heading 8]. I assign an AutoCorrect sequence “colon-sb-colon” to be my scene-break characters to make this easier. Because I use a heading level for scene breaks, they show up in the Navigator Pane and can easily be reordered.

## 5.6 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

### 1.1.1

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.

## 5.7 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 mono-spaced 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 of poker.
- **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

- Smart Quotes—**Tools | AutoCorrect** (under Local Options) has options to deal with curly quotes at the start and end of a quoted item. “Smart Quote” This is the default, but I suspect that if you try hard you could confuse LibreOffice what is the start and what is the end ;=}

**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, or **:sb:** for your scene-break character. I use **\*\*\*** as my scene-break.

## 5.8 *HORIZONTAL LINE*

LibreOffice Writer has **Insert | Horizontal Line** command. This line works fine in PDF files and LibreOffice Writer’s export to EPUB commands. It doesn’t work with Jutoh. However, an empty paragraph with a bottom border, looks like a Horizontal Line and works in PDFs and when creating an EPUB either way. I have created a paragraph styled as [Horizontal Line] using this feature.

This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings. Below is an empty paragraph styled as [Horizontal Line].

---

**[Double Horizontal Line].** This is sample text to check the paragraph indent etc.

---

### 1.1.1

**[Centered Horizontal Line]**. This is sample text to check the paragraph indent etc.

---

This is sample text to check the paragraph indent etc.

## 5.9 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!**

## 5.10 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 [Smart2021]* is a great book. The *LibreOffice Writer Guide [LOW2021]* has good documentation of using bookmarks.

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. **Warning:** Zotero requires that you have Java installed on your system.

## 5.11 ALPHABETIC INDEX §

LibreOffice Writer's alphabetic index feature is somewhat limited when compared to the other **Insert | Table of Contents and Index** functions. It doesn't support hyperlinks and only knows about page numbers. **As a result it is useless for eBooks.** It does work OK for printed and PDF books. Like all indexing tools the author has a lot of work and planning to do to create a useful index.

## 5.12 FOOTNOTES & ENDNOTES

LibreOffice Writer does footnotes at the bottom of the page for paperbacks and at the end of the chapter for eBooks.<sup>6</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 in the book or report. I only use footnotes!

## 5.13 COMMENTS

**By Author, Co-author, Editor, Proofreader, Etc.**

Any writer can **Insert | Comment**. You can use these to make notes to yourself. **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. The same applies for tracking changes below.

---

6 This is a sample footnote. Clicking on the number at the left will get you back to where you started.

### 1.1.1

## 5.14 TRACKING CHANGES

Below is an image showing what tracking changes looks like. Is is an image because the changes only show up when you have enabled the correct settings. Then tool bars also show up.

LibreOffice Writer will upon request track changes.

This paragraph has tracked changes enabled. We may **delete** words, we may **add** words, or whole sentences, or **format text differently**.

*Figure 1: Tracking Changes*

The controls to manage tracking are under **Edit | Track Changes** and **View | Show Tracked Changes**. **Tip:** You must have **View | Show Tracked Changes** for the above paragraph to show the changes. Needless to say, these tracking marks DO NOT make it into an eBook! **Warning:** You should make sure that **View | Show Tracked Changes** is not enabled when you publish your paperback!

## 5.15 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](#), Microsoft, it is ok just to use the name with the link. The print reader should easily be able to find it—**but be consistent**, not like I was above. ;=}

- 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)).

## 5.16 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 *Paragraph Styles* on page 45 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...

## 5.17 CODE OR TYPEWRITER FONT

The code below is of [Code] style. Notice that it is in a monospaced font.

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



### 1.1.1

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

## 5.18 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.
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.

## 5.19 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 general instructions (DWS-BookTemp-Instructions.pdf).

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

## 5.20 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.

## 5.21 ACCENTED CHARACTERS

I **assume** that if you are writing a book that includes lots of words with diacritics and non-English characters and 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 “Ω” on the toolbar is great for occasional use.

*My fiancée had a tête-à-tête with the naïve maître d'hôtel about 200°C jalapeños on the €15 smörgåsbord. It was déjà vu all over again. ¿Qué pasa?*

### 1.1.1

**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 by selecting a language of “None.”

#### 5.21.1 COMMON LATIN-1 DIACRITIC CHARACTERS

àáâãäåæ çć ċ ēėëēē ĭĩĩ ñ òóôõöøœ š ùúûü ýþÿ ž  
ÀÁÂÃÄÅ Æ ÇĆ Ć ÈÉÊËĚ ĬĨ Ĩ Ñ ÒÓÔÕÖØ Œ Š ŨÚÛÜ ÝÞŸ Ž

#### 5.22 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 file’s properties.

#### 5.23 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 two new pages. 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.

## 5.24 [BODY TEXT] & [BODY TEXT FIRST INDENT] STYLES

These are the styles that 90+ percent 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 *maybe* after items such as subheadings, lists, block quotes or images. Technical documents and historical fiction usually 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 two minutes to modify the parameters of both styles and that will change them for the whole document!

### 1.1.1

## 5.25 SPELLING & GRAMMAR CHECKING

LibreOffice Writer has tools to spell checking and some grammar checking. These may differ between Windows and macOS.

There is an old extension *LanguageTool* from ([tinyurl.com/32ykfhwx](http://tinyurl.com/32ykfhwx)). This is the grammar checker extension for LibreOffice. This extension requires that you install Java on your system. The *new* way to use the LanguageTool (as of LibreOffice 7.4) is via an API.

See [languagetool.org/insights/post/product-libreoffice](http://languagetool.org/insights/post/product-libreoffice) for installation instructions for the new language tool.

**\*\*\* DO NOT FIX THIS PARAGRAPH, IT IS A TEST FROM LanguageTools.\*\*\***

LanguageTool is your intelligent writing assistant for all common browsers and word processors. Write or paste your text here **too have** it checked continuously. Errors will be underlined in different **colours**: we will mark **seplling** errors with red **underilnes**. Furthermore grammar **error's** are highlighted in yellow. LanguageTool also marks style issues **in a reliable manner** by underlining them in blue. **did** you know that you can **sea** synonyms by **double clicking** a word? **Its a** impressively versatile **tool** especially if **youd** like to tell a colleague from **over sea's** about what happened at 5 **PM in the afternoon** on Monday, 27 May 2007.

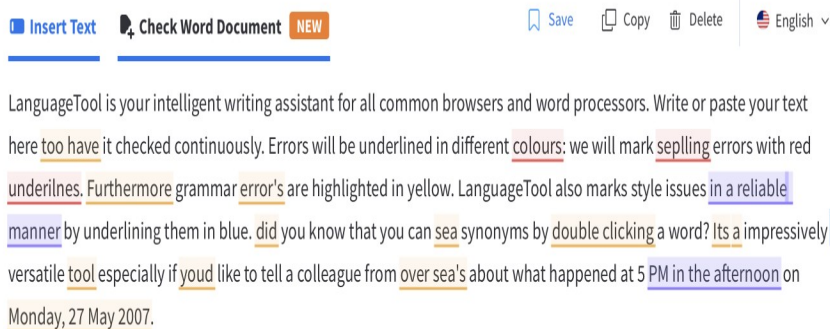
**\*\*\* END OF TEST PARAGRAPH. \*\*\***

### Notes:

1. Any red underlines seem to be common from the MacOS spell checker—not the LanguageTool API. As

of 5/1/24. This doesn't seem to work in any macOS release so far (24.04.3).

Below is an image of the above text, with error highlighted from the LanguageTool website.



### 5.25.1 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.

## 6 - 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](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.

### 6.1 TEXT MESSAGES & [SANSERIF TEXT]

Modern novels not only have dialog, but the characters exchange text messages. [SanSerif Text] is a character style to make these stand out. “Meet you at the store,” texted John. In real life, people often include emojis in text messages. If you are making an eBook the emojis are not likely to be displayed, since eReaders have very limited fonts. Try using sideways Latin-only emoticons ([en.wikipedia.org/wiki/List\\_of\\_emoticons](http://en.wikipedia.org/wiki/List_of_emoticons)) :=} is a smile, :=} is a wink, ;-O is surprise, :’-( is crying, etc.

## 6.2 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. Some books use a Drop Capital. 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.

### 6.2.1 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. All Caps

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

### 6.2.2 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.

### 6.2.3 BOLD ALL CAPS

**I HAVE SEEN THE FIRST FEW WORDS** bolded and all caps. This looks good in a novel but should not be used in a technical book.



### 1.1.1

#### 6.2.4 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].

#### 6.2.5 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.

#### 6.2.6 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 limiting and doesn't read easily!

### 6.3 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.

## 6.4 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.

### Character Set

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 % © ®™  
(-,;,:) ‘?’ “!” ” [#] {@} «/» ‹\*› ` & ’ ~” (punctuation)  
\_ - ¯ — — — … (underscore, hyphen, figure, en & em dashes, H bar, ellipses)  
| | | - | | (space, NB space, NB hyphen, soft hyphen)  
¢ \$ £ ¥ ° | ` ^ § † ‡ ¶ \* (misc)  
àáâãäåæ çć đ èéêëë ìíî ñ òóôõöøœ š ûúü ýþÿ ž  
ÀÁÂÃÄÅÆ ÇĆĎ ÈÉÊËĚ ĬÍÎ Ñ ÒÓÔÕÖØ Œ Šß ŮÚÛÜ ÝÞŸ  
Ž  
+ ÷ × • √ ∫ ∑ ≈ < > ≤ ≥ ± ° ∞ ∂ ∏ ∑ ∏ Δ ∫ ∫ ← ↑ → ↓ (math optional)  
α β γ δ ε ζ η θ ι κ λ μ ν ξ ο π ρ σ τ υ φ χ ψ ω (Greek – math, science & Eng. optional)  
Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω

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

### 1.1.1

**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. I reject any fonts with numbers styled like this.
3. Overall appearance—very subjective. I try to find a Serif and Sans-Serif font that look good together. Often today's readers are viewing the text on a screen. I look for fonts that look good on a screen as well as in print!
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 general instructions document (DWS-BookTemp-Instructions.pdf) for information about how fonts work for eBooks. You have very limited options in an eBook!

## 6.5 FONT STYLES

The Noto Serif font is used in the paperback version of this document for most of the text in the body. Noto Sans is used for most of the headings. In the eBook version of this document the reader get to choose the fonts. LibreOffice's default fonts are Liberation Serif and Liberation Sans. Below are **images** of the two families. Notice the large number of weights and glyphs that the Noto fonts have. In

print this gives you lots of choices. In eBooks, the default fonts in the eReaders will default to regular, italic and bold weights, and won't be able to display the unknown glyphs!

6.5.1 LIBERATION SERIF & LIBERATION SANS

Liberation Serif 4 styles, 668 Glyphs

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 çčĉ đ èéêëë ìíî ñ òóôõöøœ š ůúû ýþÿ ž  
ÀÁÂÃÄÅÆ ÇČĆ Đ ÈÉÊËĚ ĬĨÎ Ñ ÒÓÔÕÖØ Œ Šß ÙÚÛÜ ÝÞŸ Ž  
(-,,:,:) ‘¿’ “!” “!” [ #] { @ } «/» ‹\*› ` & ’ “~” (punctuation)  
\_ - - - - — … (underscore, hyphen, figure, en & em dashes, H bar, ellipses)

Liberation Sans 4 styles, 675 Glyphs

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 çčĉ đ èéêëë ìíî ñ òóôõöøœ š ůúû ýþÿ ž  
ÀÁÂÃÄÅÆ ÇČĆ Đ ÈÉÊËĚ ĬĨÎ Ñ ÒÓÔÕÖØ Œ Šß ÙÚÛÜ ÝÞŸ Ž  
(-,,:,:) ‘¿’ “!” “!” [ #] { @ } «/» ‹\*› ` & ’ “~” (punctuation)  
\_ - - - - — … (underscore, hyphen, figure, en & em dashes, H bar, ellipses)

## 1.1.1

## 6.6

### 6.6.1 NOTO SERIF & NOTO SANS

#### Noto Serif 72 styles, 3243 Glyphs

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 % © ®™

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ÀÁÂÃÄÅÆ ÇĆ Ď ÈÉÊË ÌÍÎ Ñ ÒÓÔÕÖØ Œ Šš ÛÜŮŰ ÝÞŸ Ž

(,;,:)'¿?' "¡!" [ #] { @ } «/» < \* > ` & ' ~" (punctuation)

\_ - - - - — ... (underscore, hyphen, figure, en & em dashes, H bar, ellipse)

#### Noto Sans 72 styles, 3243 Glyphs

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 ìíî ñ òóôõöøœ š ûüü ýþÿ ž

ÀÁÂÃÄÅÆ ÇĆ Ď ÈÉÊË ÌÍÎ Ñ ÒÓÔÕÖØ Œ Šš ÛÜŮŰ ÝÞŸ Ž

(,;,:)'¿?' "¡!" [ #] { @ } «/» < \* > ` & ' ~" (punctuation)

\_ - - - - — ... (underscore, hyphen, figure, en & em dashes, H bar, ellipses)

## 6.7 MICROSOFT OFFICE FONTS

Unlike MS Office, all LibreOffice fonts have very liberal licenses. Google's Noto fonts that are used in this template are also very liberal. Many so-called *free* fonts that you can

download on the internet have limitations, such as *non-commercial* use only. Read, follow and keep the font licensing document for any fonts that you download!

If you are emailed a MS Word document that uses MS' fonts, LibreOffice will reassign the styles to similar fonts if they are unavailable on your system. If you edit the document and email the document back MS Office will try to do the same. If you are making a newsletter and positioning the text exactly, then you are likely to have issues. In a book where it is paragraphs of text that word wrap, it is likely that you might have line-breaks and page-breaks at slightly different places.

If you need to collaborate with someone that only uses MS Word, then you want to save your documents in “.docx” format and use fonts that are common to both systems.

- They could install the Noto Serif and Noto Sans fonts on their system.
- You could change and use the commonly used MS fonts your for your drafts. At you post processing stage change back to the fonts that you want for production.

Below is a list of the commonly used MS fonts pre-2007, and the current MS Word default fonts. If you are using a Windows system, you already have these fonts installed. If you are on a Mac or Linux system you may have to install them.

Core fonts for the Web was a project started by Microsoft in 1996 to create a standard pack of fonts for the World Wide Web. It included the proprietary fonts Andalé Mono, Arial, Arial Black, Comic Sans MS, Courier New, Georgia, Impact, Times New Roman, Trebuchet MS, Verdana and Webdings.

### 1.1.1

In 2007 Microsoft Word changed the default font to Calibri and Cambria. The Carlito font has the same metrics as Calibri and Caladea has the same as Cambria. This [link](#) points to a web page that lists fonts that have the same “metrics” as the common web fonts.

## 6.8 FREE FONTS

There are two types of *free* fonts:

- Those that don’t cost any money.
- Those that are free from restrictions on their use. Many fonts listed on free sites are only free from the cost of money. They often have strict restrictions on their use. Personal use only, attribution required, no further distribution are only a few restrictions.

Keep a copy of the font licenses for all fonts that you use in documents that you intend to sell, especially books.





## 7 - IMAGES



*Figure 2: Eagle eating a duck on my dock*

**e**Readers prefer images to be in JPEG format. You should look at any color images and check them out in black-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." **Image Optimization**

JPEG files can have a lot of junk included in them. There is an application called ImageOptim

([imageoptim.com/versions.html](http://imageoptim.com/versions.html)) which will optimize images. Sometimes it can reduce them by 5% other times by 50%. If you have many images in your book you may be able to drastically reduce the total size by optimizing the images. This saves cost on Amazon eBooks! There are versions of this tool for both Windows and macOS.

**Notes:**

- ImageOptim does this reduction without reducing the quality of the image. It also has the capability of reducing the size further by slightly reducing the quality.
- ImageOptim also removes the “exif” information attached to images such as Latitude / Longitude. If you are including images taken with your smartphone, you might want to do this.

## ***7.1 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, it where you want the image. You *may* want to [Center] the paragraph.
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

### 1.1.1

- (d) Under Properties / Type set “Keep Ratio” and adjust “Width” to be a percentage that make the image the size you want.
- (e) Check the properties of both the image and any frame to see that borders are set to NONE.

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

## ***7.2 MY ISSUES WITH LIBREOFFICE WRITER'S IMAGES***

- Seems 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, delete a larger area and then re-enter or copy the text back into the original document. Yuk!
- Positioning the image and/or the anchor is difficult.



## 8 - SCREEN CAPTURES §

Screen captures are images, but there are differences. Normally you only see screen captures in documents that describe the use of software programs. Both macOS and Windows have simple keyboard shortcuts that will capture the whole screen or a specific portion. A normal HD screen has 1920 by 1080 resolution. A full screen displayed as 6.5" by 3.6" is just 300 DPI, so many images will look fuzzy in print and on an eReader. On my 13" MacBook Air with a Retina display, I have 2560 by 1600 resolution. The biggest image I can capture at 300 DPI is 8.5" by 5.3". Often you want to display a small portion of the screen but can't zoom that section to the full screen size, this is why a 4K or 5K display works better. You can always resize the image down in resolution, but to can't resize the resolution up without lookin pixelated.

Normally you need to annotate screen captures. There are many free simple tools like Skitch ([evernote.com/products/skitch](http://evernote.com/products/skitch)) to do this. They allow you to save the edited image as a JPEG, but not in a format where you can go back and re-edit the annotated image. If you only have a few simple annotations, these programs work fine. If your work is more complex, then I recommend that you use a fully-functioned image editing tool that supports layers like Gimp ([www.gimp.org](http://www.gimp.org)). I use Affinity Photo ([affinity.serif.com/en-us/photo](http://affinity.serif.com/en-us/photo)) as my image editor, and it does a very good job. After I have the images annotated I can easily change the text and move it around and then export it as a JPEG.

Very often there are parts of your screen with account information that you might want to block out for privacy reasons. I maintain a separate user called “Demo” on my system. I use this only for screenshots and other demonstrations. That way my personal information isn’t displayed. Also, I can have a minimum of junk on my desktop.

On Windows applications, the menu bar is at the top of the window. On macOS, it is at the top of the screen. When taking screen captures on macOS, I always place the window in the upper-left corner of the screen. This way it looks similar to how the screen would look on Windows.

If you are creating a print book, you will want to see what the screen captures look like in black-and-white. You can do this via the image toolbar and pulling down and changing “Default” to “Grayscale.” You may want to play with the application’s light/dark background, icon-theme and other options to get the best looking images for print.

## 9 - LIST STYLES

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

### 9.1 *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]** [List Entry]
- 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.

### 9.2 *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]** [List Entry]

(a) One a

(i) One roman

(I) One ROMAN

## 2. Two

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].
- With numbered lists, you will see that the numbers continue from the first list. You must right-click and select restart numbering.

I created a [List Entry] style, this enables you to adjust the paragraph spacing as well as the indentation. **However, you must remember to set the paragraph style of the paragraph after the list to [Body Text] or [Body Text First Indent].** [List Entry] is also left-aligned and hyphenation disabled. This is because short lines of text, like to often find in list, justify poorly.



## 10 - TABLES §

**Warning:** In eBooks, DO NOT try to use LibreOffice Writer's ability to insert worksheets from LibreOffice Calc as an object. They are blank when exported to an eBook.

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

Tables can be inserted via **Table | Insert Table**

*Table 1: LibreOffice Writer Table*

Depart.	Atlanta	Chicago	Detroit	NY	Total
Acc.	88,000	126,000	187,000	216,000	<b>617000</b>
IT	126,000	146,000		89,000	<b>361000</b>
Mngt.		91,000		53,000	<b>144000</b>
Mfg.	40,000	61,000		27,000	<b>128000</b>
Mkt.	68,000			35,000	<b>103000</b>
Sec.	68,000			35,000	<b>103000</b>



# 11 - CHARTS, GRAPHS, FORMULAS & INDEX §

Technical books and reports often have charts, graphs, formulas and possibly an index. If you are creating an eBook there will be issues with LibreOffice's charts, graphs and formulas unless you create a JPEG from them and insert them into your document. Color charts and graphs will look very different when printed in black-and-white. Be sure to check this if you are going to print in black-and-white!

**Warning:** LibreOffice Writer's Alphabetic Index does not work well for eBooks. Page numbers are meaningless in eBooks. The index doesn't support hyperlinks, so you can't click on an entry and navigate to it.

If you are only doing a printed document (PDF), then LibreOffice Writer's charts, graphs, formulas, and index should work ok for you.



## 12 - 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.

### 12.1 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.

## **12.2 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 book, you should use **[Heading 2]**, **[Heading 3]**, etc.

## **12.3 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.

### 1.1.1

## 12.4 REPORT

There is a Report page style that can be used for small non-bound technical documents and short stories. It is not used in paperbacks or eBooks.

## 12.5 PAGE SIZE & MARGINS

**Page size, margins, headers & footers only apply to printed documents!** 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.

## 12.6 GUTTER MARGIN

Printed books need margin space for the binding. If you create a thick book, you may have to increase this value.

## 12.7 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 often 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.

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.

## ***12.8 eBook HEADERS AND FOOTERS***

Headers in eBooks are totally created by the eReader.



## 13 - 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 great book. It basically follows the *Chicago Manual of Style*. I use the (Author, Date) style for citations. Her book 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 spelling, grammar and punctuation.

### 13.1 KEEP IT SIMPLE

*"The price of reliability is simplicity! For many engineers [and content creators] it is too high a price to pay."*

*—John Gilbert, Digital Equipment 1980*

**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.



# 14 - PARTS OF A BOOK

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

This template includes:

1. Front Matter
  - (a) Abstract
  - (b) Title page
  - (c) Copyright
  - (d) Half Title page
  - (e) Book Description—not a typical part
  - (f) Introduction
  - (g) Epigraph †
  - (h) 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) References / Bibliography
  - (c) Index
  - (d) About The Author
  - (e) Legal, Credits & Copyright



## 15 - DWS-BOOKTEMPREPORT §

The template for a technical book (DWS-BookTempTech) is too *book-like* to be used for a simple less than 20 page technical report. I created DWS-BookTempReport for this purpose. It uses the same style names but adjusts them to look right for a report. **Note:** This template does not follow any standard journal or thesis format, but was inspired by IEEE's format. You might have to adjust it to meet the needs of your institution or publication. This template is designed for PDF output only, so you can use some items in the technical template's *Avoid These Styles & Features* chapter. You should still avoid the items listed the template's *Avoid These* section.

The best way to use the template is to look at the sample and see which styles are used and use the example template as a starting point.

- The styles that would be used for the title page work for the beginning section.
- [Heading 1-4] are chapter, section and subsection headers etc. Numbering is a simple 1, 1.1, 1.1.1, 1.1.1.1 format—easily changeable.
- [Body Text] and [Body Text First indent] and most other style elements use a smaller type size—usually 10pt rather than 11 pt.
- The same Character Styles can be used. Usually they also have a smaller type size. **Note:** You may find a style or two that I forgot to change the type size, and you will need to do it.

- The report can be one-column, two-column or a mix. You will have to manually add a column break on the last page to make the columns the same length.

# ABOUT THE AUTHOR



**Y**our *About The Author* starts here...





# LEGAL, CREDITS & COPYRIGHT

**Edit AuthorName, Email/contact info and Credits.  
Add/Edit/Delete paragraphs, as needed, for your  
book.**

## **DWS Book Template --- Master**

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This is a work of fiction. Names, characters, businesses, places, events, locales, and incidents are either the products of the author’s imagination or used in a fictitious manner. Any resemblance to actual persons, living or dead, or actual events is purely coincidental. To maintain the anonymity of the individuals involved, I have changed some details.

## ***CONTACT INFORMATION***

Contact the author at [YourEmailAddress@gmail.com](mailto:YourEmailAddress@gmail.com).

## ***CREDITS & ATTRIBUTIONS***

- This book was formatted using a *DWS-BookTemp* book template from [GitHub.com/DavidWSnow/DWS-BookTemp](https://github.com/DavidWSnow/DWS-BookTemp) using LibreOffice Writer ([www.libreoffice.org](http://www.libreoffice.org)).
- The author took all photographs.
- Fonts used in the print edition: Noto Serif, Noto Sans, Noto Mono and Handlee. All are Google fonts ([fonts.google.com](https://fonts.google.com)) with [SIL Open Font Licenses](https://www.sil.org/learn/licenses).

### 1.1.1

- The eBook edition came from a common source and was formatted using Jutoh 3 ([www.jutoh.com](http://www.jutoh.com))



# References

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**Note:** The above bibliography was created using Zotero. The one below was created using LibreOffice Writer.



# APPENDICES





## A) NEW CHAPTERS, HEADINGS, SCENES, ETC.

**L**ibreOffice Writer 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 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>.

**L**ibreOffice 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 and page numbering.

## *Starting A New Subheading*

### 1.1.1

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.

\* \* \*

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 copy/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*

**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.

### **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, in a novel.
- **[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-2]** § is used in the back-matter section called Appendices. This makes 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*

4. [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.
5. [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].
6. [List Entry] is used for the text inside a list to keep the indents at the same level and turn off hyphenation.

## *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.

### 1.1.1

#### **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.

\*\*\*

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<sup>7</sup>.

## Character Styles & List Styles

- **C**<sup>8</sup> 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.
- This list is [DWS Bullet List] The items must be set to paragraph style [List Entry] to look good.
- 7. This list is [DWS Numbered List].
  - (a) I also style the entries as [List Entry] to keep the indent the same.
- 8. End of List.

---

<sup>7</sup> This is a footnote.

<sup>8</sup> The first character in the body text of each chapter is manually set to [Largest Text] to get this effect.



## 1.1.1

### **Images, Tables §, Formulas §, & Appendices §**

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

*Table 2: 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](http://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 chunks of 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 8-11points

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 çć ċ ēėēē ĭĩĩ ñ òóôõöøœ š ůúûü ýþÿ ž

ÀÁÂÃÄÅÆ ÇĆ Ć ÊËĚĚ ĨĨ Ñ ÒÓÔÕÖØ Œ Šß ÙÚÛÜ ÝÞŽ

(-,;,:) ‘¿?’ “!” [ #] { @} «/» ‹\*› ' &' '~"

## ***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

### 1.1.1

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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## D) BODY TEXT & BODY TEXT FIRST INDENT

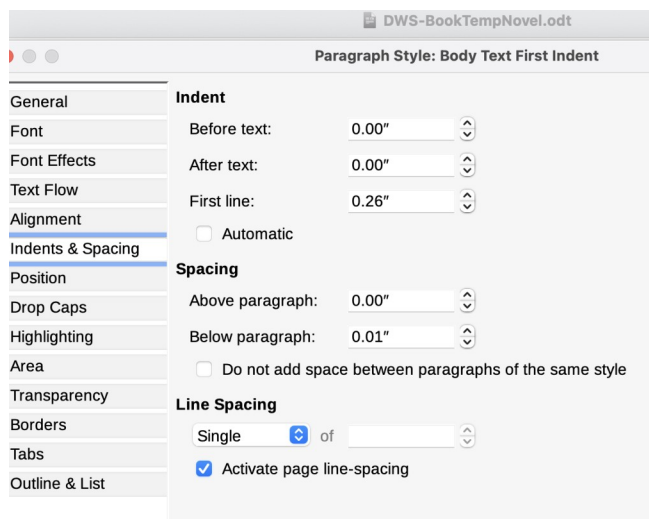
These two paragraph styles are used for the bulk of the text in your documents, They are differed in novels and in technical documents, Below are my settings for both paragraph styles for both types of documents.

### Novels

In novels the first paragraph of a chapter or scene is not indented and the remaining paragraphs have the first line indented.

The screenshot shows the 'Paragraph Style: Body Text' settings window. The left sidebar contains a list of categories: General, Font, Font Effects, Text Flow, Alignment, Indents & Spacing (highlighted), Position, Drop Caps, Highlighting, Area, Transparency, Borders, Tabs, Outline & List, and Condition. The main area is divided into three sections: Indent, Spacing, and Line Spacing. The Indent section has three input fields for 'Before text:', 'After text:', and 'First line:', all set to '0.00"', and an unchecked 'Automatic' checkbox. The Spacing section has two input fields for 'Above paragraph:' and 'Below paragraph:', both set to '0.01"', and an unchecked checkbox for 'Do not add space between paragraphs of the same style'. The Line Spacing section shows 'Single' selected from a dropdown, followed by 'of' and another dropdown, and a checked checkbox for 'Activate page line-spacing'.

Category	Setting
General	Paragraph Style: Body Text
Font	
Font Effects	
Text Flow	
Alignment	
Indents & Spacing	<b>Indent</b> Before text: 0.00" After text: 0.00" First line: 0.00" <input type="checkbox"/> Automatic
Position	<b>Spacing</b> Above paragraph: 0.01" Below paragraph: 0.01" <input type="checkbox"/> Do not add space between paragraphs of the same style
Drop Caps	<b>Line Spacing</b> Single of <input checked="" type="checkbox"/> Activate page line-spacing
Highlighting	
Area	
Transparency	
Borders	
Tabs	
Outline & List	
Condition	



### ***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.

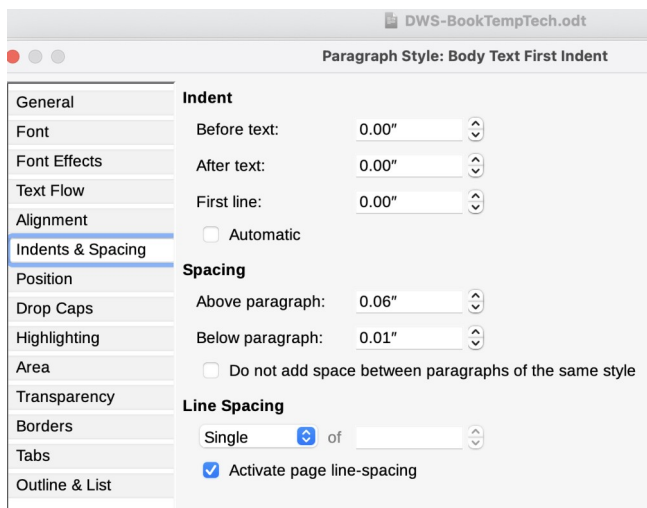
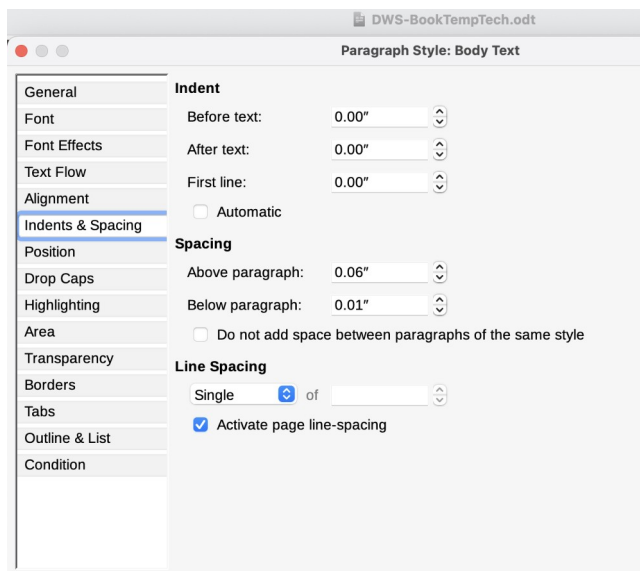
[Body Text First Indent] - This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings.

[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.

## ***Technical***

In technical documents, which have longer paragraphs both paragraph styles are not indented. A small amount of space is included between the paragraphs.

# 1.1.1



### ***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.

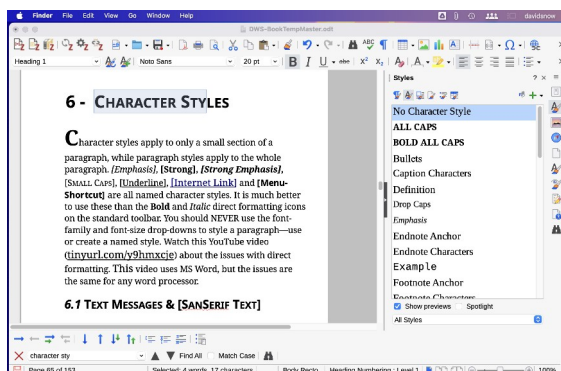
[Body Text First Indent] - This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings.

[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.

- - - - -

## E) LIBREOFFICE SCREENSHOTS

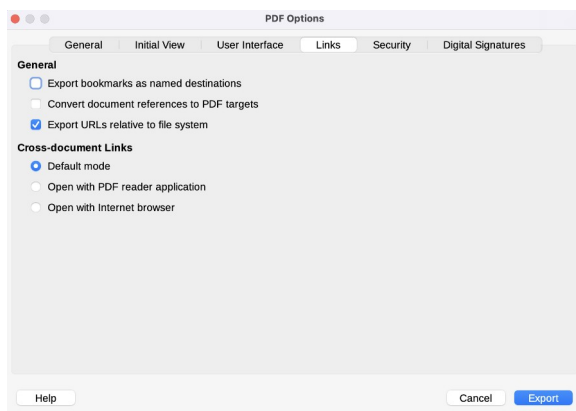
My typical setup. Sidebar on the right, I use the Styles, and Navigator icons the most.



## PDF Options For Creating A Paperback

Steps:

Tools | Update | Update All to update TOC et al  
File | Export | Export as PDF to select PDF options



# DWS Book Template --- Master 126

PDF Options

General

Initial View

User Interface

Links

Security

Digital Signatures

Panes

☒ Page only

☐ Outline and page

☐ Thumbnails and page

Open on page: 1

Page Layout

☒ Default

☐ Single page

☐ Continuous

☐ Continuous facing

Magnification

☒ Default

☐ Fit in window

☐ Fit width

☐ Fit visible

☐ Zoom factor: 100

Help

Cancel

Export

PDF Options

General

Initial View

User Interface

Links

Security

Digital Signatures

Range

☒ All

☐ Pages:

☐ Selection

☐ View PDF after export

Images

☐ Lossless compression

☒ JPEG compression Quality: 90%

☒ Reduce image resolution to: 300 DPI

Watermark

☐ Sign with watermark

General

☐ Hybrid PDF (embed ODF file)

☐ Archival (PDF/A, ISO 19005)

PDF/A version: PDF/A-3b

☐ Universal Accessibility (PDF/UA)

☒ Tagged PDF (add document structure)

☐ Create PDF form

Submit format: FDF

☐ Allow duplicate field names

Structure

☒ Export outlines

☐ Export placeholders

☐ Comments as PDF annotations

☐ Comments in margin

☒ Export automatically inserted blank pages

☐ Use reference XObjects

Help

Cancel

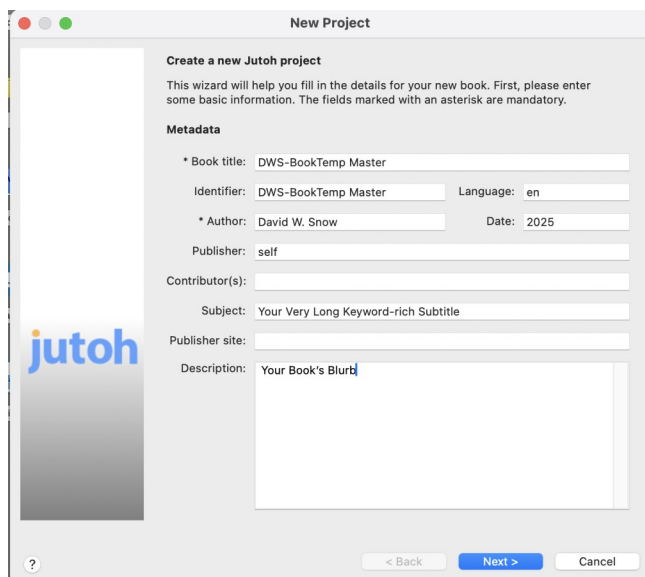
Export

### Screenshot Of Jutoh At Startup.



**Warning:** Be sure to do this on a copy of your eBook that has LibreOffice's Table of Contents removed. You will get errors if you don't!

# DWS Book Template --- Master 128



**New Project**

Create a new Jutoh project

This wizard will help you fill in the details for your new book. First, please enter some basic information. The fields marked with an asterisk are mandatory.

**Metadata**

\* Book title: DWS-BookTemp Master

Identifier: DWS-BookTemp Master Language: en

\* Author: David W. Snow Date: 2025

Publisher: self

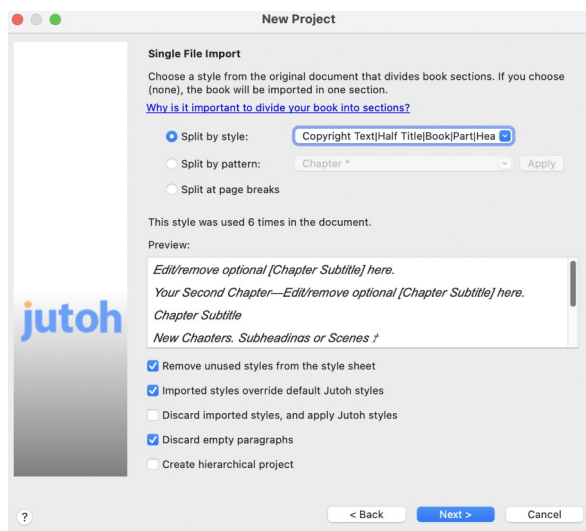
Contributor(s):

Subject: Your Very Long Keyword-rich Subtitle

Publisher site:

Description: Your Book's Blurb

< Back Next > Cancel



**New Project**

**Single File Import**

Choose a style from the original document that divides book sections. If you choose (none), the book will be imported in one section.

[Why is it important to divide your book into sections?](#)

☒ Split by style: Copyright Text|Half Title|Book|Part|Hea

☐ Split by pattern: Chapter \* Apply

☐ Split at page breaks

This style was used 6 times in the document.

Preview:

Edit/remove optional [Chapter Subtitle] here.

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

Chapter Subtitle

New Chapters. Subheadings or Scenes ?

☒ Remove unused styles from the style sheet

☒ Imported styles override default Jutoh styles

☐ Discard imported styles, and apply Jutoh styles

☒ Discard empty paragraphs

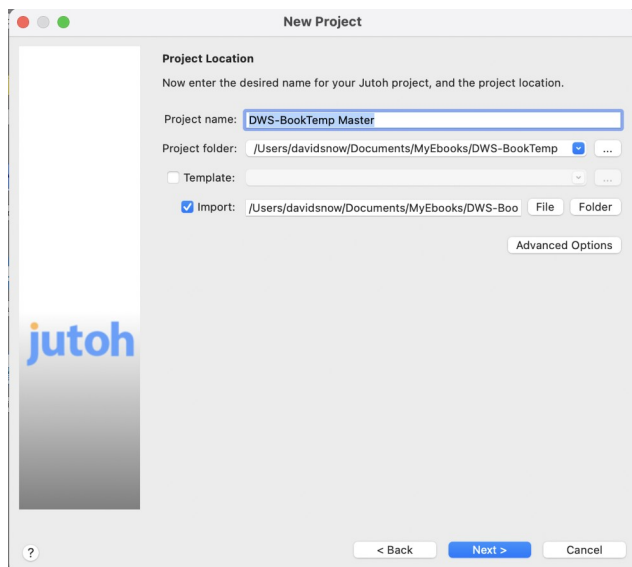
☐ Create hierarchical project

< Back Next > Cancel

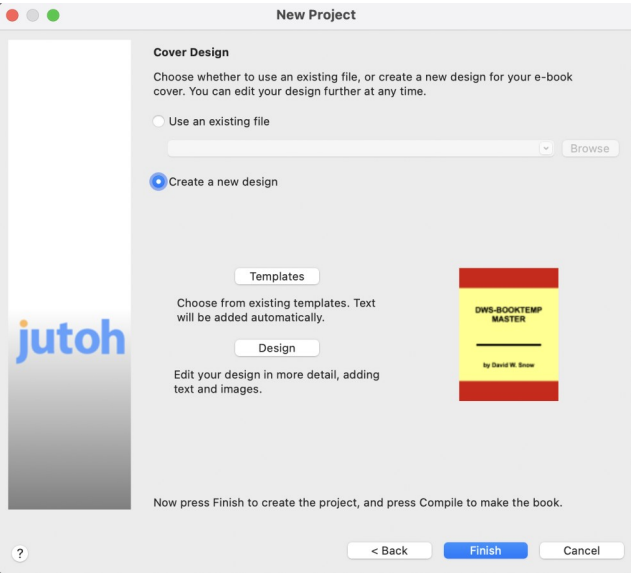


### 1.1.1

Note that my project & source locations are not Jutoh's defaults.

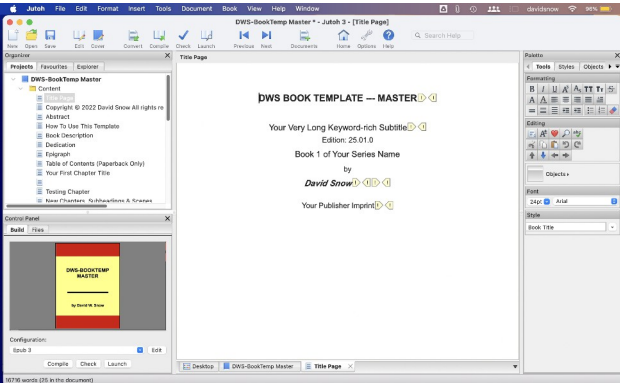


# 130 DWS Book Template --- Master

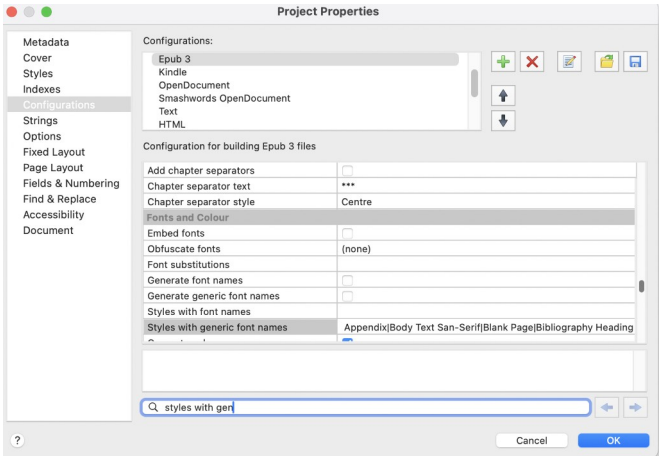


## Epub 3 Setup

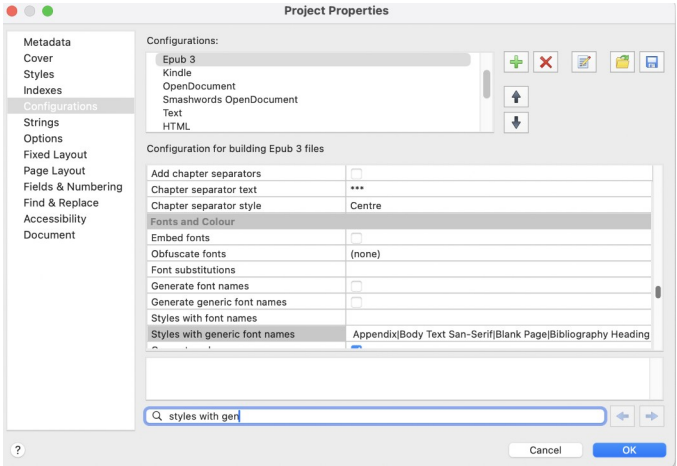
Notice the “Epub 3” Configuration selected at the bottom left.



1.1.1



Jutoh Compile & Check



132 DWS Book Template --- Master

