Instructions for using DWS-BookTemp*

LibreOffice Templates for Novels and Technical eBooks & Paperbacks
by

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

1   *Table of Contents*

2   Conventions Used

- I style LibreOffice Writer menu commands like `File | Save`. If a command brings up a pop-up window that has tabs, I *may* also include the name of the tab in the command.

- I have styled a few strings that you must enter exactly right for each new project like this:
`Type this exactly right`
This is done to make copy-and-paste easy.

- On Windows the Menu Bar is part of the window. On macOS, it is at the top of the screen. Screenshots taken on macOS have the window moved up to the left-hand corner.

- On macOS `Preferences` are under the `LibreOffice` label. On Windows they as called `Options` and are under the `Tools` menu.

- LibreOffice comes with several toolbars and icon sets. I chose the "colibre" icon set because its contrast and that it shows up the best in screen captures. You are free to use any one of the dozen icon styles. The setting is in `Preferences/Options | View` under icon styles.

- Named paragraph and character styles are in square brackets. [Body Text]

- Warnings are in bold red like: "`Warning:` Don't eat Tide pods."

- Tips are in bold blue like: "`Tip:` Backup your work offsite daily!"

- `Note:` In the black-and-white devices and paper both the red and blue text looks gray. This is why I also use a monospaced font to make the text stand out.

- Headings that end with the § are included only used in the **DWS-BookTemp-Tech** template. Headings that end with the † should only be used in novels.

3   Introduction

This file contains the instructions for using **DWS-BookTempNovel** and **DWS-BookTempTech** templates. The first template is for a novel. The second is for a light technical book. Look at the Table of Contents to decide what sections you need to read, and when you might need to read them. This file should not be read from beginning to end, it is a set of resources to be used as needed.

I use several keyboard-shortcuts, LibreOffice Writer Auto-Correct sequences. I document them in a LibreOffice Calc spreadsheet **Calc/DWS-BookCalc.ods**.

- KeyShort — My Keyboard Shortcuts and Auto-Correct sequences
- Typo Chars — Unicode hex codes for some common typographic characters.
- PB Cover Calc — A worksheet to calculate the sizes for paperback book covers.

`Note:` If you want to use the keyboard shortcuts, you will have to enter them. They are not part of the template.

4   *Software Installation on macOS & Windows*

Installation of programs listed here are typical of other programs installed on macOS and Windows 10.

1. In your Documents folder create a folder called **MyEbooks**.[1] Create an alias for the MyEbooks folder and place it on your desktop, if you like Desktop icons.

2. Inside the **MyEbooks** folder, create a folder named **NewBook**. This will be used for a test document later.

3. Copy the **DWS-BookTemp-master.zip** files from [GitHub.com/DavidWSnow/DWS-BookTemp](#) to MyEbooks and unzip it. Rename the directory to DWS-BookTemp. `Note:` You will find "Download ZIP" under the green "Code" button.

4. You should also create several folders inside MyEbooks: ZZZ-JutohBook, ZZZ-LibreOfficeDocs[2], ZZZ-Fonts.

5. `Optional:` The ZIP file contains a "Fonts folder." In it is a copy of Google's Handlee handwriting font. The templates use this font for the [Handwriting] style. If you are planning on writing anything that might have a handwritten love-note or suicide-note, then install this TTF font by double-clicking on it.

6. Install LibreOffice from [www.libreoffice.org/download/download](#) This is a big download it.

7. Start it up and go to `LibreOffice | Preferences` on macOS or `Tools | Options` on Windows and fill in or correct the preferences for your computer environment. **Name, address, paper size, language etc!**
   - (a) `Optional: Options/Preferences | View` set icon style to "**Colibre**"
   - (b) `Optional: Options/Preferences | Advanced` select the desired Java JDK.

8. In the DWS-BookTemp folder double-click on DWS-BookTempNovel.odt[3]. The novel template will open up. Do `File | Templates | Save as Template` in to "My

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1   There is nothing special about the **MyEbooks** name, you can call it what you want. However, in this documentation I'll refer to it as **MyEbooks**.

2   I prepend ZZZ- to the directory names so that they will be located at the end of the directory listing when sorted A-Z.

Templates" with the name **DWS-BookTempNovel.** This will be the template that you will use to start any new novels. Do the same with DWS-BookTempTech.odt and save it as a template **DWS-BookTempTech**.

9. Copy the latest *LibreOffice Writer Guide* from: documentation.libreoffice.org/en/english-documentation to ZZZ-LibreOfficeDocs. This is the full documentation for LibreOffice Writer. It is a good source for examples. If there is an ODT version available, you can run it through Jutoh and see that the process works for a 450 page eBook. `Note:` There *may* also only be a PDF version of this file.

10. `Optional:` Install LanguageTool from (xtensions.libreoffice.org/en/extensions/show/languagetool). This is the grammar checker extension for LibreOffice. This extension requires Java to be installed on your system. You can get open-source Adopt Open JDK (adoptopenjdk.net) kit and install it, if you don't already have java installed.

11. Install Jutoh (version 3) from www.jutoh.com/download.htm This software costs $45 and is well worth the money. You can try this software free for 30 days with minor limitations if you wish to try it out first. This software will format your LibreOffice Writer file into an eBook.

12. Copy *Master Digital Publishing with Jutoh 3* from: www.jutoh.com/books.html in both ODT format and as a Jutoh Project to MyEbooks/ZZZ-JutohBook. This is great documentation on using Jutoh. It is a great source of examples for both LibreOffice and Jutoh.

13. Install Amazon's Kindle Previewer (tinyurl.com/y84exbka). This will allow you to see how your book will look on an eReader.

14. You may also want other eReader software such as Adobe's *Digital Edition*, Apple's *Book* app and/or Calibre installed on your system to view your eBooks. At some point you may want to add these viewers to Jutoh's `Preferences/Options` under "Helpers." This will allow you to launch directly from Jutoh for quick viewing of the ".mobi" and "epub" files.

15. You now have the software needed to write your book. See the **New Book Project Setup** section on how to start your first book with this process.

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3   The file extension on these two files may be either ".odt" or ".ott" depending on how they were distributed.

5   For Non-US Users

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

5.1   Paper Size Other Than 8.5x11"

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

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

5.2   Non-English Left-to-Right Language

- In LibreOffice Writer's Preferences/Options make "Language Settings" are set for your language, date and number format etc.
- Each operating system has its own way of dealing with non-US keyboards to allow you to enter accented or language unique characters. I *assume* that you already know how to enter these characters for your language and operating system.
- Make sure that you have the LibreOffice Writer dictionary loaded for your language(s). If you are having issues with spell-checking change the settings for names styles, such as [Body Text] and [Body Text First Indent], for your language. These may be pointing to US English rather than your default language.

5.3   Right-to-Left Language

- Good Luck! I have no idea what to say here.

6   New Book Project Setup

These are the steps when setting of for any new book:

1. Decide on a short alphanumeric "Working Name" for your project—an abbreviation for the title. In my example, the ID will be **NewBook**.[4]

2. Read and follow template chapter *DWS How To Use This Template* in the template, it covers the instructions that used to be here about starting a new book project with LibreOffice Writer.

6.1   To Get Your Book Into Jutoh

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

1. Open Jutoh[5] and:

   (a) Click the **New** button on the toolbar. Enter the project details.

   (b) Click **Next** in the pop-up and make the "Project Folder" be **MyEbooks/NewBook**

   (c) Check the "**import**" checkbox and point to your "**file**". If the name of your file is grayed out, click on options and select "odt"**.**

   (d) Click **Next** two times to get to the "Single File Import" screen.

   (e) On the "Single File Import" screen, Set "Split By Style" to
   `Copyright Text|Half Title|Book|Part|Heading 1*|Blank Page`
   Then set "Discard empty paragraphs"

   (f) Click **Next** and allow Jutoh to create a book cover for you. If you have a JPEG cover image, you can select it here.

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4   There is nothing special about the name **NewBook**, you can use any name that you want. However, in this document I'll refer to it as **NewBook**.

5   The book *Creating Great Ebooks Using Juto*h that you copied at part of software installation is the documentation for Jutoh.

(g) Click **Finish**. Your book is now in Jutoh. When you have made additional changes to the LibreOffice Writer ".odt" file, it can be reimported into Jutoh via `File | Import | Reimport Project`. Jutoh will remember all the selections you have made, so it is a simple matter of a few clicks.

(h) You may want to give eReaders a *hint* where to start the book. Select the document that you want the reader to start at in Jutoh's Navigation Pane. Right-click and select "properties." In the pop-up window set the "Guide Type" to "text." There are other guide types that you might also what to set. `Note:` Kindle seems to ignore this hint, but set it anyway—maybe they will listen harder in the future.

6.2   To Get An EPUB

1. At the lower left of Jutoh, Select "EPUB 3" from the drop-down and click `Compile`.

2. 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 EPUB 3 files.

6.3   To Get A Kindle File

To test what your book would look like on a Kindle, Amazon recommends using the Kindle Previewer rather than the Kindle app or even an actual Kindle. The Kindle Previewer prefers an EPUB 3 file rather than a MOBI file. However, it will take either.

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

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

6.4   Viewing On An IPad

See Jutoh's Knowledge Base (**www.jutoh.com/kb_html.html**) KB0284.

7   Avoid These Styles & Features

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

7.1   Tabs Or Multiple Spaces For Horizontal Alignment

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

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

`Note:` LibreOffice Writer inserts tabs in the Table of Contents and in some lists. Jutoh seems to know how to handle these.

7.2   Multiple Enter/Returns For Vertical Spacing

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

7.3   Direct Formatting

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

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

7.4   Low-resolution Screenshots

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

7.5   LibreOffice Writer's Automatic Chapter Numbering

LibreOffice Writer has a great feature in `Tools | Chapter Numbering` that will automatically number heading and subheadings. It can do 1,2,3,4 or A, B, C, D or one, two, three, four and much more. You can specify text that goes before and after the number. I use this feature in **DWS-BookTempTech** and in this document. This allows the author to use the Navigator pane to reorder headings and subheadings without having to renumber them. This feature works great if every [Heading #] contains some text. If one doesn't then it is left out of the Table of Contents. For a novel where you want only "Chapter One" … This bug is problematic to say the least.

Emoji, Wingdings Or Odd Characters

When you are writing with LibreOffice Writer you have all the fonts on your computer and all the gallery of clip art available to you. These can be placed into the PDF file for a printed book. eReaders only have a limited set of fonts and those fonts may even have a subset of characters.   ♂ ☎ ❶ (6 characters to the left)

The following characters appear to be available on most eReaders.

Regular, **Bold**, *Italic*, ***Bold-Italic*** (weight/style)

<u>Underline</u>, ~~Strikethrough,~~ Small Caps, X^1, X_2

abcdefghijklmnopqrstuvwxyz $12,345,678.90

ABCDEFGHIJKLMNOPQRSTUVWXYZ ®©™

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-,.:;. '¿?' "¡! " () [#] {@} «/» ‹*› &' " ` (punctuation)

_ - ‒ – — ― … (underscore, hyphen, figure, en & em dashes, H Bar, ellipses)

%$€£¥¢|~§¶ ⚕ (misc) fi fl ffi ffl (ligatures)

^+÷/×•·√∫ƒ∑ =≈<>≤≥± °∞∂∏MΩΔß ← ↑ → ↓ (math)

Horizontal Line

Jutoh doesn't see these, because they are actually a null paragraph with a border. Do not use borders on any paragraphs, Jutoh doesn't like them!

Alphabetical Index

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

Fontwork

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

LibreOffice Writer Math Formulas

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

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

LibreOffice Writer Master Documents

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

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

8   *Working with Templates*

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

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

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

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

9   *K.I.S.S*

When I started this project, it was not my intention to give tips on writing style. I was going to only cover the technology to get your ideas formatted into a paperback and eBook. **Keep It Simple!**

Ernest Hemingway has fours 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

9.1   *Order Is Important And Often Difficult*

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

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

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

While I am writing, I always have the Navigator Pane on the left. The Styles Pane on the right and the Fine toolbar at the bottom.

I also have a file **OutTakes.odt** where I can place text that I have written and don't know if or where, I will use.

10 *Cutting-and-Pasting*

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

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

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

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

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

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

11 Semi-automated Cleanup

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

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

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

Looking For	RegEx
Blank paragraph	^$
Comma at end of paragraph	,$
Dash at end of paragraph	-$
Double space	
Tab	\t
End quote at end of paragraph without punctuation	\w"$
Missing end quote	"[^"]*$
Missing end single quote	'[^']*$
Missing space after period	\w[.](?!\d)[\w]
Missing start quote	^[^"]*"$
No punctuation at end of paragraph	\w$
Single quote at end of paragraph	'$

Single quote at start of paragraph	^'
Space after start quote	"\s
Space at the end of a paragraph	\s$
Space at the start of a paragraph	**^\s**
Start double quote inside a start double quote	"([^"]*)"
Space before end quote	\s"
Start double quote inside a start double quote	"([^"]*)"
Wrong kind of double quote – double prime	"
Wrong kind of single quote – single prime	'
Space before en dash	\w\s+–\s*\w
Space after en dash	\w\s*–\s+\w
Space before em dash	\w\s+—\s*\w
Space after em dash	\w\s*—\s+\w
Space before ellipses	\w\s+…\s*\w
Space before ellipses	\w\s*…\s+\w

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

11.1 Regex Syntax

Regular Expressions are a common tool for working with text in programing languages. LibreOffice Writer make this a bit more complex, because it uses Unicode characters not simple ASCII. When cleaning up text most of the things you are looking for are multiple space characters, a space after and opening quote, a space before a closing quote, etc.

These all work with the "normal" regular expression syntax. Below is a short synopsis of the syntax. LibreOffice Writer has extra syntax covered here. (tinyurl.com/y4zwf7zq).

.   - Any Character Except New Line

\d   - Digit (0-9)

\D   - Not a Digit (0-9)

\w   - Word Character (a-z, A-Z, 0-9, _)

\W   - Not a Word Character

\s   - Whitespace (space, tab, newline)

\S   - Not Whitespace (space, tab, newline)

\b   - Word Boundary

\B   - Not a Word Boundary

^   - Beginning of a String

$ - End of a String

[]   - Matches Characters in brackets

[^]   - Matches Characters NOT in brackets

| - Either Or

( )   - Group

Quantifiers:

*   - 0 or More

+   - 1 or More

?   - 0 or One

{3}   - Exact Number

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

12 LibreOffice Customization

LibreOffice, Microsoft Office and other programs often allow you to customize how their screens look and work. Normally you don't need to apply customizations other than user information. However, when you are using LibreOffice to write long pieces of work, there are several useful customizations. Below is how I set LibreOffice Writer for my use. I could have, but didn't delete many of the icons/buttons that I never use.

12.1 Areas That Are Available To Customize Are:

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

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

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

Because I am writing a book that will contain screenshots I have selected a white theme and the "colibre" icons. This look the best in screenshots.

While writing, I usually have the Navigator Pane at the left pane and the Styles Page at the right showing "Applied Styles". As for toolbars I have:

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

13 Fonts

Normally DWS-BookTempNovel and DWS-BookTempTech templates are set up with the following fonts:

- Body Text as Google's *Noto Serif* at 12 points. (SIL Open Font License)
- Headings, Title Page, Headers, Footers as Google's *Noto Sans Condensed* in various sizes. (SIL Open Font License)
- Computer Code and Menu Items from software programs as Google's *Noto Mono*. (SIL Open Font License) In this font all characters are the same width like a typewriter or an old computer monitor.
- Google's *Handlee* (SIL Open Font License) handwriting font when I want to display a handwritten note. This font has only one style and only about 90 characters, it has all upper and lowercase characters. This font is not part of LibreOffice and must be loaded onto your computer if you are going to use it.

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

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

- That I have downloaded from the internet and that include the license. I keep a copy of the fonts that I use, along with the license, in a directory-per-font (ZZZ-Fonts)

- That have a "SIL Open Font License" or similar license, which allows me to use the font for commercial purposes and also redistribute it.

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

- I also check that the font has a very complete set of Latin-1 characters.

13.1 Font Characters

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

Regular, **Bold**, *Italic*, ***Bold-Italic*** (weight/style)

Underline, ~~Strikethrough,~~ SMALL CAPS, X^1, X$_2$

 abcdefghijklmnopqrstuvwxyz $12,345,678.90

ABCDEFGHIJKLMNOPQRSTUVWXYZ % ©®™

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ÀÁÂÃÄÅÆ ÇĆČ Đ ÈÉÊËĒ ÌÍÎÏ Ñ ÒÓÔÕÖØ Œ Š ÙÚÛÜ ÝÞŸ Ž

(-,.:;.) '¿?' "¡! " [#] {@} «/» ‹*› ` &' "~" (punctuation)

_ - ‒ – — ― … (underscore, hyphen, figure, en & em dashes, H bar, ellipses)

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

¢$€£¥°| `^§†‡¶ ⁂ (misc)

+÷×•·√∫ƒ∑ =≈<>≤≥± °∞∂∏MΩΔßΘ ← ↑ → ↓ (math optional)

13.2 Fonts In Paperbacks

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

13.3 Fonts In EBooks

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

13.4 Common Default Fonts

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

There are no common fonts. HTML, which is what eBooks are written in, also include generic fonts names: Serif, Sans-Serif, Cursive and Monospace. eReaders ***should*** make the best choice from their built-in fonts if you specify the generic font name. `Note:` Most

eReaders don't have any Cursive fonts built-in. While many don't list a Monospaced font for the reader to choose, they usually actually include one.

13.5 Jutoh's Font Choices

I see three basic fonts choices within Jutoh:
1. Include no font information, and the reader choose one font for the entire eBook. **This is Jutoh's default and what Amazon KDP prefers.**
2. Force a small set of styles such as headings, headers and footer to be Sans-Serif using generic font names.
3. Embed several fonts in your eBook. This increases the book's size and complexity and reduces your profit.

13.5.1 Jutoh Generic Font Settings

1. In your Jutoh project properties (the Edit icon) for Epub 3 and Kindle configurations set:

    (a) Set "Styles with generic font name" =
    ```
    Appendix|Body Text San-Serif|Blank Page|Bibliography Heading |
    Book*|Caption|Contents Heading|Copyright|Chapter Subtitle|
    Contents Heading |Drawing|Endnotes Heading|Figure*|Footer*|Half
    Title|Header*|Heading *|Illustration|Part|Subtitle|Table|Table
    Caption|Table Heading|Title|Code|Handwriting|Menu-Shortcut|Tip|
    Warning
    ```
    `Tip:` copy-and-paste the above. Spaces are important.

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

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

13.5.2 Embedding Fonts

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

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

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

14 Post Processing Steps

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

14.1 For All Books

1. Delete the DWS * chapters from the book, if you haven't already done this.
2. Set the "Indent First line" and "Spacing Below" parameters for [Body Text] and [Body Text First Indent] to what you want for production, if you haven't already done so. `Tip:` Novels use indented paragraphs and technical books use non-indented paragraphs and about .05" space after each paragraph to differentiate paragraphs.
3. Decide if you want the *Book Description* chapter in your book. Leave it in, edit it, or delete it and save it somewhere else. You will need the content when submitting your book to a distributor. `Tip:` I save mine as **BookDescription.odt** in the same directory as the book.

4. Read through the comments and make sure that you paid attention to them. Then delete the comments.
5. If you used [Heading 9] and [Body Note] for outlining, be sure to look for the yellow items in the Navigator Pane and delete them, if you haven't already done this.

14.2 For Printed Books

1. The most common trim size for novels on my book shelve is either 4.25 x 7.5 or 4.25 x 6.75-inches. Neither of these sizes are listed in KDP's set of choices. You need to measure the size of similar books to yours to decide the correct trim size. When you have the desired trim size selected:

   (a) In LibreOffice Writer's Styles Pane, with "Applied Styles" and "Page Styles" selected. Select each page style one-at-time and modify Paper Format Width and Height to the desired sizes.

    (b) `Tools | Update | Update All` to update the Table of Contents et al.

2. `File | Export |Export as PDF` and check the following boxes: Range = All, JPEG Compression = 90%, Export Automatically Inserted Blank Pages.

    (a) Examine the result visually and make sure that it looks correct. Print a few pages and see that the text area is the desired size.

    (b) Get the exact page count at the current trim size and adjust the width of the full cover with the correct spine width. Save the resulting PDF file for submission.

14.3 For EBooks

1. eBooks normally build their own Table of Contents from the Heading 1's. If this is all you need, delete the TOC in your LibreOffice ODT file. If you want a multilevel TOC with links and no page numbers, replace the TOC page with **ExtraBits/BookParts/TOC4-eBook.odt**. This looks just like the original but without page numbers. Remember to `Tools | Update | Tables and Indexes.` If you want to go back to the print version, use **TOC4-print.odt**

15 Making Book Covers From Scratch

This section describes the steps for creating covers from scratch. I used Affinity Photo, but similar steps would work in any capable image editor that supported layers.
You will need two types of covers:

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

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

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

1. Go to kdp.amazon.com/en_US/help/topic/G201953020 and see their resources and requirements.

2. Get a cover template from kdp.amazon.com/en_US/cover-templates. For the final update you must have the page number with 10 pages. Unzip it, save the PDF version. Mine is **6x9BW250.pdf**

3. Find a photo that you are licensed you use commercially, or that you shot. It should be a similar aspect ratio as the book (6x9) and high resolution. In your image editor resize and/or crop the image down (not up) to around 1983px by 2775. Save the image as "**Background.jpg**".

4. Open the PDF from step 2 with your image editor as a layer. In my editor the PDF becomes a group. Lock the group because you don't want to edit the template.

5. Open **Background.jpg** as a new layer named FC Background. Place it over the front cover section of the template. Resize if required.

6. Add text layers for Title, Subtitle, Edition and Author with text as required and place them as desired. Group FC Background, Title, Subtitle, Edition and Author as "Front Cover."

7. Do the same for the Back Cover leaving a white rectangle for the Barcode and a large text box for the Book Description. Group them as "Back Cover."

8. Make a white or colored rectangle much wider than the spine. Center vertically the Book Title and Author Name down the spine. Group these two as Spine and place the layer under the front and back covers with the text in the middle of the spine. If your book is thin you can't have text on the spine.

9. Make the template invisible. Then export the paperback cover as PBCover.pdf

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

11. You might want to scale this image down to a width of about 800px to reduce its size.

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

1. Get a new template from Amazon.

2. Replace the original layer with the new template.

3. Drag the front cover group and the back cover group to the correct positions on the template.

4. Make the template invisible. Then re-export **PB Cover.pdf**.

16 **Internet Resources**

Warnings:

1. This section is a work in progress.

2. ***The links in the section may have changed.***

16.1 *LibreOffice*

- LibreOffice Website (https://www.libreoffice.org/)
- English Documentation (https://documentation.libreoffice.org/en/english-documentation/)
- Submit a Bug (https://bugs.documentfoundation.org/)

16.2 *Jutoh*

- Jutoh Website (http://www.jutoh.com/index.html)
- Master Publishing with Jutoh 3 (http://www.jutoh.com/books.html)

- Knowledge Base (http://www.jutoh.com/kb_html.html)
- Support Page (http://www.jutoh.com/support.html)
- Submit a Bug (jutoh@anthemion.co.uk)

16.3 *Kindle*

- Amazon Kindle Direct Publishing Help

- Amazon Kindle Publishing Guide
- Amazon KDP Author Central
- Amazon KDP University
- `Note:` The side-bar of the above links point to many other useful pages.

16.4 *Misc.*

- Google Fonts (https://fonts.google.com/)
- Affinity Photo (https://affinity.serif.com/en-us/photo/) $50

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- [Gimp Image Editor (https://www.gimp.org/)](https://www.gimp.org/)

17 Best SOHO Computer Practices

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

These are my *suggestions* of best practices for managing a small-office or home-office computer system. Since I do most of my work on a Mac these practices have a bit of a macOS focus, but still apply for Windows 10 or Linux.

17.1 Have A Backup Plan – Follow The Plan

If your computer has data that is valuable to you then you MUST back that data up! Data might be *Your Great Novel*, Music (MP3's, AACs), Photos (JPG's), Tax and Business Records, correspondence, email, your calendar or many other things. Computer hardware can break, computer software can have bugs, systems can have hardware failures. Virus, fire or other disasters can damage your system. If you don't have a backup, you will have lost that valuable data. On my wife and my Macs, we each have an external 4 TB USB3.0 drive ($99 @ Costco), dedicated for backups. Backing up your computer doesn't have to be expensive – **not backing it up can be VERY costly!**

The Mac operating system comes with a very good backup program called *Time Machine*. It backs up any files that have changed every 15 minutes. It keeps: hourly backups for 24 hours, daily backups for a month, weekly backups until it runs out of space and then starts deleting the oldest backups. On my system, I am only using about 1 TB of the 2 TB of backup space that I have allocated after 18 months! **Backup programs need to save more that just a copy of your disk, once-in-a-while. Human error in deleting or corrupting files is far more common than a disk failure!** With modern systems using SSD drives disk failures are much more common today.

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

Genie Timeline (www.zoolz.com/genie9/) *appears* to be the closest Windows backup solution to macOS' Time Machine. It cost about $40. **I have not used this product.**

17.2 Keep Your Operating System And Applications Current

While there are tales of major problems with both Windows 10 and macOS updates, most of the time what you are getting is bugfixes, security enhancements and new functionality. This also applies to that major applications that you use!

17.3 Have A Sane And Secure Password Strategy

I recommend two-factor authentication and a password manager. I also recommend that you keep a paper copy of your master passphrase and passwords in a fire safe, or with a true friend who lives in another house. If you forget or misplace your master passphrase, you often can't recover any of your passwords!

17.4 Keep Your Computer Clean, Cool And Physically Secure

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

17.5 Have A "Guest" Wi-Fi Password.

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

17.6 Remote Access & Hole Through Your Firewall

Today we all use some type of internet router. Often this is also your Wi-Fi device. It is possible to access your computer from outside your physical location using one-of-many "remote access" software product—VNC, TeamWare, etc. Each of these create a security hole in your router. I recommend not using any of these. If you have a real need, then enable them only while you are using them.

18 Template Differences

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

18.1 DWS-BookTempNovel

1. `File | Save As…` a copy of DWS-BookTempTech.odt as DWS-BookTempNovel.odt. `Note:` Now on I am working in the Novel template.

2. `Files | Properties | Description` change Title = "DWS Book Template -- Novel"

3. `Tools | Chapter Numbering` for levels 1-4 set:

   (a) Number = None

   (b) Text "Before" and "After" should be empty—No whitespace either.

4. In Paragraph Styles, select **[Body Text]** and modify: (should not need to change)

   (a) First Line Indent = 0.0"

   (b) Spacing Below = 0.02"

   (c) Alignment = Justified

5. In Paragraph Styles, select **[Body Text First Indent]** and modify: (should not need to change)

   (a) First Line Indent = 0.26"

   (b) Spacing Below = 0.02"

   (c) Alignment = Justified

6. Go to the Front Matter chapter "DWS Paragraph Styles" and

   (a) Ensure that there is no header on the chapter title page.

   (b) Change the 2nd page, a verso page, heading to be "AuthorName".

   (c) Change the 3rd page, a recto page, heading to be `Insert | Field | Title`.

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(d) Look at the footers and ensure that you are happy with them.

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

7. In the Navigator Pane, Look for headings ending with the "§" symbol. Select each one, right-click and "Delete" them.

8. `Tools | Update | Update All` to update the TOC etc.

9. Save the file again

10. `File | Export As | Export AS PDF`

18.2 DWS-BookTemp-Instructions

This file uses the same styles with minor differences.

Steps to upgrade the styles in this document:

1. `Styles | Load Styles` from "file" with "override" from DWS-BookTempTech.odt

2. Change [Heading 1] "Text Flow" to "insert a page of type instruction" before. This should get all the [Heading 1] on the correct page style.

3. `Tools | Update | Update All` to update the TOC etc.

18.3 README Files

The README files in various directories are created from README.odt and converted to markup using Pandoc (pandoc.org) via:
`pandoc README.odt -o README.md`