eBook Template Script

Use our eBook Template to create your PDF eBook

Slater Press

Table of Contents

I - Preparation

Create a project folder

- **Create project folder**
- **Give it the name of your book**

We begin by creating a project folder. Give the project folder the name of your book to make it easy to find and remember.

We will put all our working files, such as our templates and chapter files, in this one place.

Check Chapter Files' Formatting

- **Heading 1 for chapter headings**
- **Normal for Body text**

Before we start inserting our book's chapter files into our template, make sure the chapters are basically formatted. For instance, if you are using Word files, the chapter headings should be formatted as Heading 1, and the body text should be formatted as Normal. This will give us better formatting results when we insert these files into our template.

LibreOffice

- **Download LibreOffice (http://libreoffice.org)**
- **Choose right version for your computer**
- **Install**

We find the link to LibreOffice on our Overview page. LibreOffice is totally free. It has several features that makes it perfect for our publishing platform. It has an excellent writing program, and a drawing program to create our book's cover. Download and install the version right for your computer.

II - eBook Templates

Download Templates

- **Download eBook Templates (Overview page)**
- **Unzip by Right-Click, Extract All**
- **Move folder to project folder**
- **Double-click on template to open**

  Now we download our eBook Templates from the Overview Page. It will probably download into your browser's download folder.

  Find the eBook Templates zipped folder. In Windows, select it, right-click and select the Extract All option. Then click the Extract button. Move the extracted eBook Templates folder into your book's project folder for easy access.

  Then, open the eBook Template file. Since LibreOffice is installed, simply double-clicking on the eBook Template file will open it up in Writer, our word processor.

Save Template

- **File, Template and then Save As Template**
- **Name template**
- **Save into My Templates**

  I suggest you immediately save your open template into LibreOffice. It will make it easier to find the next time you

publish a book.

To do that, go to File, Templates, and then Save As Template.

Name the template and save it into the My Templates category.

- **File, New, then choose Templates**
- **Search My Templates**
- **Select and click Open button**

The next time you need the eBook Template, go to File, New, and then choose Templates. In the upper-right corner of the template window, choose My Templates from the list of categories. You should see the eBook Template there. Select it and click the Open button.

At this time, we should also save your eBook Template as a normal Writer document. Just go to File and then Save as. Then, navigate to your books project folder. Give the template the title name of your book and save it as a Writer file. Finally, click the Save button.

Edit Template

- **File, Properties**
- **Title of book**
- **Click OK button**
- **Edit all Red text on Title and copyright pages**
- **Hightlight all text**
- **Click Properties button in right pane**
- **Under Character section, select font color as black**
- **Save document**

Now we edit the template.

Under File, select Properties. For the Title, give it the name

of your book's title. This title will appear in the left header of your book. Finish by clicking the OK button.

Continue by editing the red text on the Title and copyright pages. When done, highlight all the text, then click on the Properties button in the right pane. Under the Character section, select the font color and change it to black.

Don't forget to save your eBook document.

III - Editing

Insert Chapter Files

- **Start on page AFTER Table of Contents page**
- **Click on page, Insert and Text from File**
- **Select chapter from project folder**
- **Click Open button**
- **Insert new chapter, Insert and Page Break**
- **Insert, Text from File, slect chapter, Open**

We are now ready to begin inserting your book's chapter files into the document. Scroll down to the page right after the Table of Contents page. Click on this page and then go to Insert and choose, Text from File. Navigate to your book's project folder. Find the first chapter of your book. Select it and click the Open button.

LibreOffice will insert your file into the document. The eBook Template will automatically format it with headers, page numbers, indented paragraphs, etc.

After you insert your chapter file, scroll through the chapter to make sure everything looks good. Make any corrections. You may have to delete an extra page that was inserted at the beginning of your chapter. Just click your cursor anywhere in the extra page and hit the Delete key.

I suggest you save the document after each chapter is inserted and corrected.

Before you insert each new chapter, go to Insert and choose Page Break. This will move your cursor to the next page, where you will insert your new chapter. Then use Insert, Text from File, and select your next chapter. Continue this procedure for all your book's chapters.

Correct Chapter Formatting

- **High-light any mis-formatted Headings**
- **Double-click on style in Style and Formatting pane**
- **High-light mis-formatted text**

Double-click on style in Style and Formatting pane

Scroll through your inserted chapters and make any corrections. There may be some extra spaces that need to be removed, and some style changes that need correcting, depending on how you set up your original file. But these are easy to fix.

For instance, to correct a heading style, highlight the heading. Then find that heading label in the Style and Formatting pane. Double-click on that heading label and that should fix it.

And if there is a body text problem, high-light the paragraph. This should high-light the Default Style label in the Styles and Formatting pane. Then double-click the Default Style label to correct the style problems.

When finished inserting all your chapter files, be sure to save your document.

IV - Finish

Update Table of Contents

- **Right-click on Table of Contents heading**
- **Choose Update Index**
- **Save document**

When all the chapter files have been inserted, we need to update the Table of Contents.

Scroll to the Table of Contents page and right-click on the gray header. Choose, Update index. The template automatically updates the Table of Contents with chapter headings and page numbers.

Of course, you should save your document at this time.

Publish as a PDF eBook

- **File, Export As, Export as PDF**
- **Click Export button**
- **Save PDF in project folder**

Finally, we will export your book as a PDF eBook document.

Go to File, selecting Export As, and then Export as PDF. The standard options shown should be okay.

Click the Export button and save the PDF to your book's project folder.

At this point, you have just published your book as a PDF

eBook. It can be read on just about any device with a PDF reader installed.

If you don't already have a PDF reader installed on your computer, you can download Adobe Acrobat Reader from its Web site. Go to the Overview page and click on the correct panel.