How to Create an e-Book

Α

Step-by-Step Illustrated Guide

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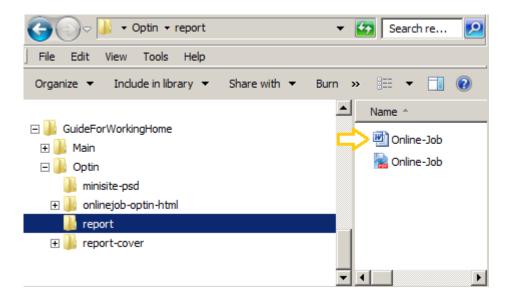
Introduction

Let's Start with a PLR e-Book from the Resell-Rights-Weekly Gold Membership (click here for your free membership)

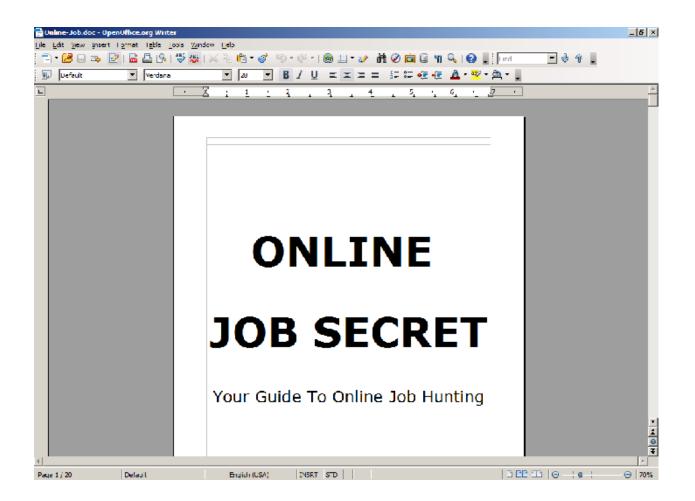
We will be working with the "Practical Guide For Working From Home" package from April 2011.

After you've unzipped the package, you'll find the file you need within the "report" folder.

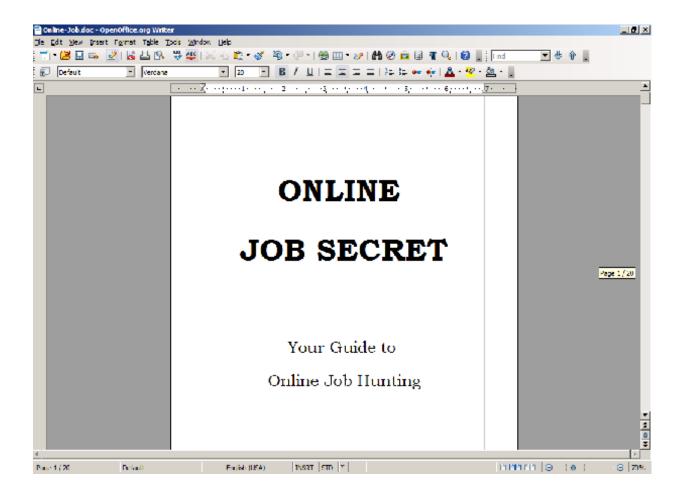
Here is the hierarchy of the package...



Double-click the "Online-Job" Word Document file to open it. This is what you'll see when you first open up the document in Open Office...

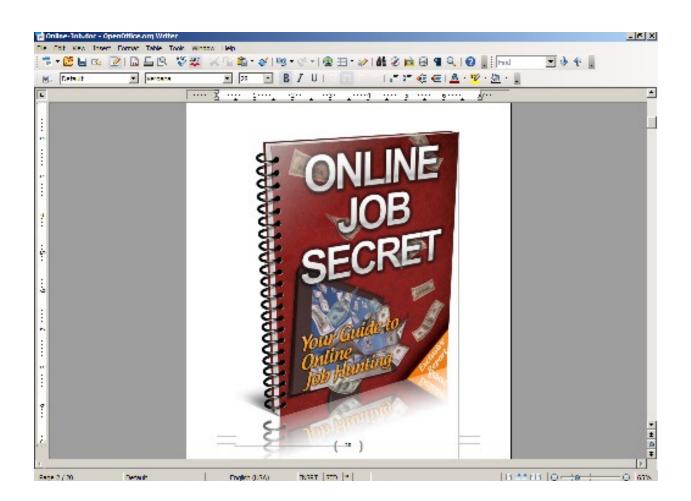


Now, we'll just change the font styles to something a little more pleasant...



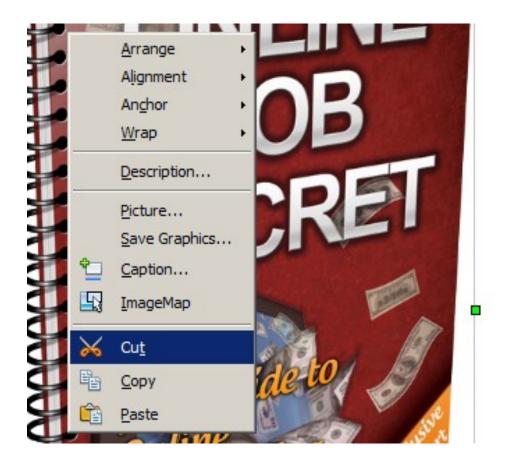
Inserting or Changing an Image

Much of the time there will be a picture of the cover, which we find on the following page...



Just for practice though, let's go ahead and change that to the flat version.

Click on the image to select it, then right click and choose the cut command...

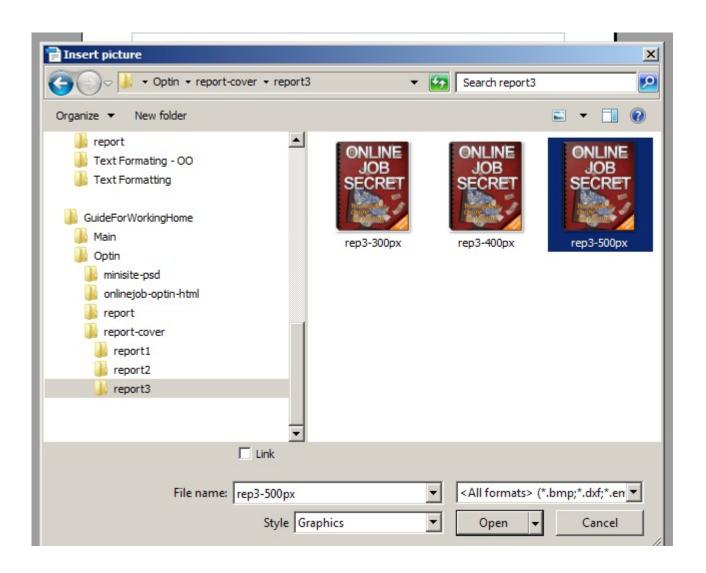


That will delete this one, then we can replace it with another one that's included in the package.

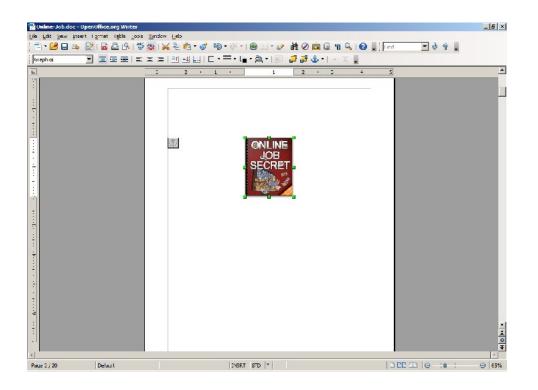
Browse the folder to locate the new cover...

膏 Online-Job.de	oc - Op	enOffice.org Writer			
<u>File E</u> dit <u>V</u> iew	<u>I</u> nsert	F <u>o</u> rmat T <u>a</u> ble <u>T</u> oo	ols <u>W</u> in	ndow	<u>H</u> elp
💼 - 📴 🔜		Manual <u>B</u> reak	ABC	$>$	🖶 💼 -
Default		Fiel <u>d</u> s	•		▼ 28
, _ ,	88	Special Character			
		Formatting Mark	•	<u>X</u>	·····1····1
		Section		Г	
		_			
	3	<u>Hyperlink</u>	_		
		He <u>a</u> der	•		
		Footer	•		
		Footnote/Endnote			
· N	÷	Caption			
	<i>~</i>	Bookmar <u>k</u>			
1	5	Cross-reference			
÷.	官	Comment Ctrl+Alt+N			
		S <u>c</u> ript			
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1		Fra <u>m</u> e			
ŝ		Table Ctrl+F12			
		Horizontal Ruler			
		Picture	• 🔹	Fron	n File
9	<u>*5</u>	Mo <u>v</u> ie and Sound		<u>S</u> car	n →
<u>:</u>		<u>O</u> bject	•		

Select the large-sized cover and click the Open button...

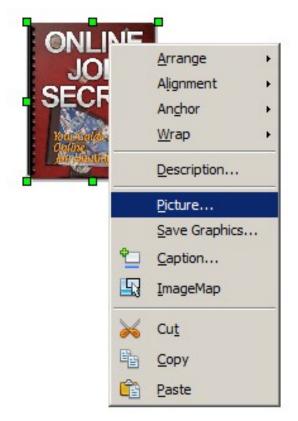


However, it's far too small for the page at this point.



To enlarge it:

Right-click on the image while it's still in select mode and choose the



Picture command.

This will open up the Dialog box where we can adjust the image's properties.

Picture	×
Type Options Wrap Hyperlink Picture	Crop Borders Background Macro
Size	Anchor
<u>W</u> idth 1.67"	O To page
Relat <u>i</u> ve	To paragraph
Height 2.02	O To cha <u>r</u> acter
Relative	O As character
Keep ratio	
<u>Original Size</u>	
Position	
Horizontal Center 💌 b	v 0.00" to Paragraph area
Mirror on even pages	
Vertical Top 💌 🖢	y 0.00° <u>to</u> Margin
Follow text flow	
	OK Cancel <u>H</u> elp <u>R</u> eset

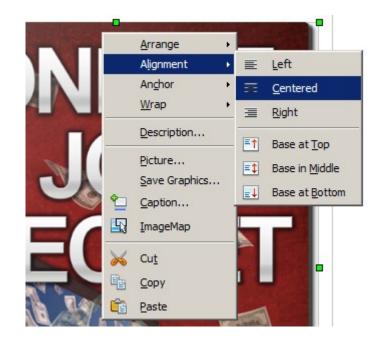
First, check the Keep ratio box...

This will keep the image from becoming distorted after it's been re-sized.

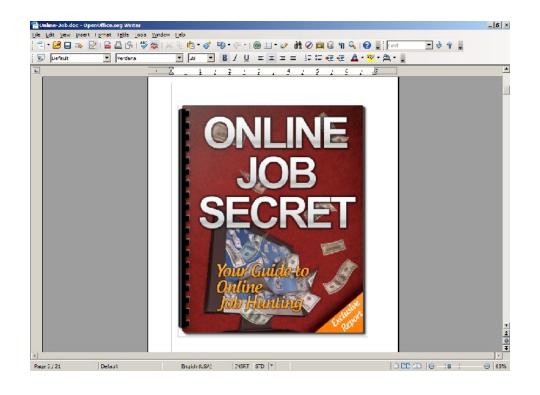
Next, we'll re-size it to 6.50" which will fit nicely on the page.

Picture	×
Type Options Wrap Hyperlink Picture	Crop Borders Background Macro
Size	Anchor
<u>W</u> idth	О То раде
🗆 Relative	To paragraph
Height 7.86"	O To cha <u>r</u> acter
Relative	O As character
Keep ratio	
<u>O</u> riginal Size	
Position	
Horizontal Center	0.00" <u>t</u> o Paragraph area
Mirror on even pages	
Vertical Top	/ 0.00" <u>to</u> Margin
Follow text flow	
	OK Cancel <u>H</u> elp <u>R</u> eset

Right-click and choose Alignment => Centered



And, we're finished with a nicely centered cover image...



Formatting the Default Paragraphs

1.	Highlight a	
	paragraph	

- 2. Right-click
- 3. Choose Edit Paragraph Style.

Intro	duction		
If you are in are looking for hom able to complete the assignments			
then you can have successful car	Default Formatting		0 50
Your approach and attitude towa not willing to show a professiona your job. You have to give time professional behavior so that yo don't do so then sooner or later y	Eont Size Style Alignment Line Spacing Character	If you ing to along tet. If ob.	lose with you
While working at home, you hav have to meet with the schedule a time. In short, you have to satis working at home is considered as rewarding job but you have to fat	Paragraph Page Image: Numbering/Bullets Case/Characters	iands, ne tasl e to w It's a	ks in /hich
You have to show pure dedica successful in your home based jo	Edit Paragraph Style Synonyms	der to) be

This will bring up the Paragraph Style Dialog box...

- 1. Choose the Font tab
- 2. Change to the desired Font
- 3. Select Typeface
- 4. Select the Font Size

Introd	duction
	e based project then you should be s and tasks in time. If you can do so eer in front of you.
Paragraph Style: Default	×
Outline & Numbering Tabs I Organizer Indents & Spacing Alignment	Drop Caps Background Borders t Text Flow Font Font Effects Position
Eont	Typeface Size
Bookman Old Style	Regular 14pt
Bookman Old Style Bookshelf Symbol 7 Boomerang Borealis BOUTON International Symbols BPreplay	Regular 10.5pt Italic 11pt Bold 12pt Bold Italic 13pt 14pt 15pt
	Language
	English (USA)

Then, finish setting the default Body text formatting by setting the Line spacing at 1.5 lines, and setting the Spacing after each paragraph at 0.24".

Paragraph Style: Default	X
Outline & Numbering Tab	os Drop Caps Background Borders
Organizer Indents & Spacing	Alignment Text Flow Font Font Effects Position
Indent	
<u>B</u> efore text	0.00"
After <u>t</u> ext	0.00"
<u>F</u> irst line	0.00"
Automatic	
Spacing	
Ab <u>o</u> ve paragraph	0.00"
Below <u>p</u> aragraph	0.24"
Line spacing	
1.5 lines of	
Register-true	
Activate	
ОК	Cancel <u>H</u> elp <u>R</u> eset <u>S</u> tandard

Now that our default formatting is set, we can simply scroll through the document, highlighting the text we wish to change, right-click, and select: Default Formatting. such kind of situations positively and that is the key for stability. You have to meet certain deadlines and schedules while working at home. Telecommuter always have home based job or an online business so you have to follow these conditions at every time.

You have to cover all your cost by yourself so as a freelancer you have to keep an eye on all your costs. You are doing all this for yourself so it's your responsibility to take care of all your costs.

Search engine optimization, marketing, content writing, website development and virtual assistant are such kind of services that can be provided by you if you wanted to work as a freelancer. Mostly companies or individuals require any of these services from you.

Every person has its own style to don't have to confuse that how c schedule, your own style and you perform your task efficiently and (

Default Formatting bs so you your own А Font can easily A Size Style Alignment Line Spacing anyone of 9. Character... φN Paragraph...

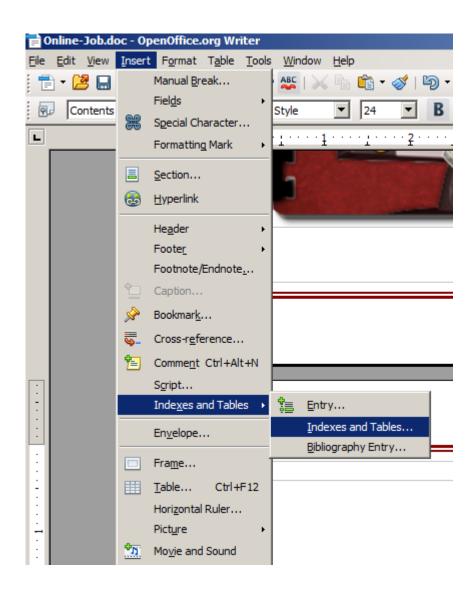
Available Online Options

There are number of available or them probably the one that you fe

The bolded text we'll leave for the next step because we'll use these as our Chapter Headings

Adding a Table of Contents

- 1. Click Insert from the top menu
- 2. Hover over Indexes and Tables
- 3. Select and click Indexes and Tables from the list.



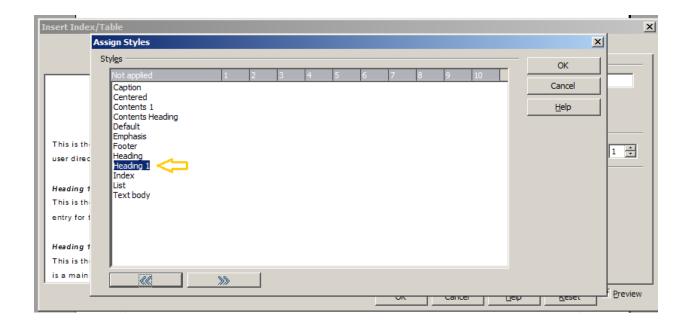
This will bring up the Insert Index/Table dialog box...

- 1. Change: Evaluate up to level to 2.
- 2. De-select the Outline box and select Additional Styles.
- 3. Click the box to the right.

Insert Index/Table			×
		Index/Table Entries Styles Columns Background	
Table of Con	to	Type and title	
Table of Con	tents	Type Table of Contents Type Protected against manual changes	
Heading 1		Create index/table	
This is the content from the first ch	apter. This is a user	for Entire document Evaluate up to level	2 ÷
directory entry.		Create from	
Heading 1.1		Additional Styles	
This is the content from chapter 1. for the table of contents.	1. This is the entry		
Heading 1.2 This is the content from chapter 1.	2. This keyword is a		
		OK Cancel <u>H</u> elp <u>R</u> e	eset Preview

This will open the Assign Styles dialog box...

Select Heading 1 from the list beneath the Not Applied column...



Click the >> button once to set Heading 1 as the first level for indexing...

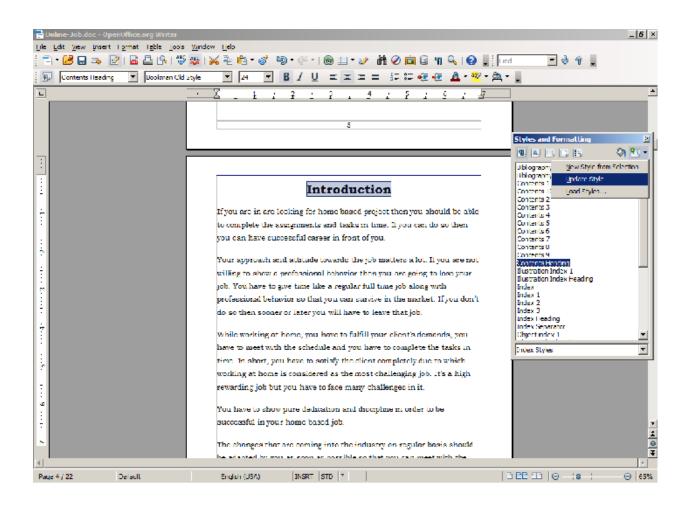
l <u>e</u> s Not applied	1	2	2	4	-	6	7		9	10	_	OK
Caption	1	2	<u>ى</u>	4	_ 3	6	/	0	9	10		Cancel
Contents 1											_	
Contents 10												<u>H</u> elp
Contents 2												
Contents 3												
Contents 4												
Contents 5												
Contents 6												
Contents 7												
Contents 8												
Contents 9												
Contents Heading Default											_	
Footer												
Header												
Heading												
	>Head	ing 1										
Heading 2											_	
Index											•	

Click the >> button twice to set Heading 2 as the second level for indexing...

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tyl <u>e</u> s											
Not applied	1	2	3	4	5	6	7	8	9	10	
Contents 2											4
Contents 3											
Contents 4											
Contents 5											
Contents 6											
Contents 7											
Contents 8											
Contents 9											
Contents Heading											
Default											
Footer											
Header											
Heading											
-	Hea	ding 1									-
		Head	ling 2								
Index											
List											
No Spacing											
Table Contents											
	>>>>	~	1	C	lick	twice	to s	et the	sec	ond l	ev

Now, we're ready to set up the Heading Styles and the formatting to be evaluated by the auto-indexer...

Setting the Heading Styles

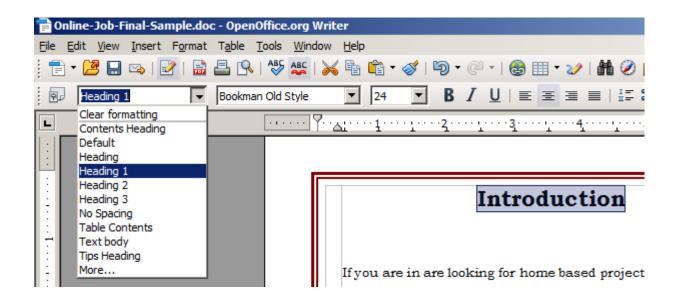


To the right is a close-up for a better view of the Styles and Formatting dialog box.

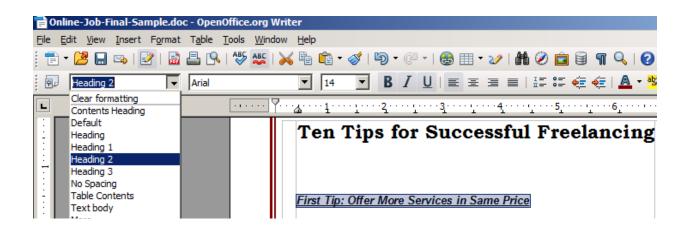


Then, simply scroll through the document, highlight the text to

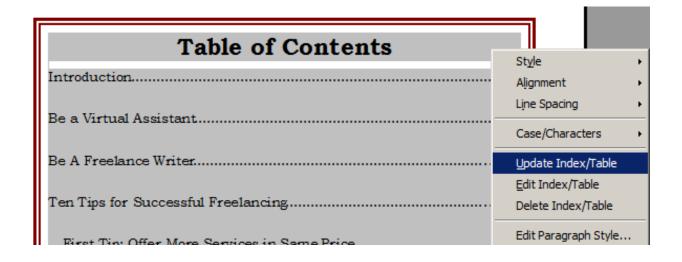
be indexed, and set the formatting from the drop-down box.



We'll assign the Tips as level 2...



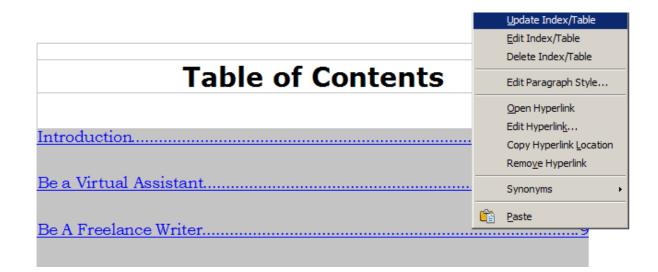
Once all Headings are properly formatted, go back and update the Table of contents.



Then, go back through the document once again and clean things up; making certain that Headings are at the top of a page, spacings are even, etc.

Once that's done, it's time for the final update to the Table of Contents...

To make the final update, right-click and choose Update Index/Table...



Before we convert to PDF and release the e-book, we'll go through to check each link for validity...

Checking Links Before Conversion

Here is one we find is no longer a live site, but rather a domain parking page....

<u>http://www.lancepost.com/</u> - This website finds different job	5
openings for the control of the cont	

ancepost.con				April 22, 2011 English 💌
 Credit Card Work From I Car Insuran Term Life In Health Insur Auto Insuran Video Surve Health Insur Health Care Personal Fill 	Home <u>ce</u> <u>surance</u> <u>rance</u> <u>nce Company</u> <u>eillance</u> <u>rance Quote</u>	 → Donate A → Car Insu → Freeland → Dental Ir 	urance Irrance Urance Quotes A Car rance Quote Ce Isurance Insurance	RELATED SEARCHES Credit Card Processing Internet Business Work From Home Auto Insurance Car Insurance Life Insurance Term Life Insurance Auto Insurance Quotes Health Insurance Donate A Car
PULAR CATEGORIES	Finance			SEARCH

All such non-working links will be removed

Each link should be tested to avoid unnecessary frustration for your customers, or a loss of leads and income for you!

Converting the Document to a PDF

Click on the Export Directly as PDF button which will bring up the following dialog box...

🚏 Online-Job.doc - OpenOffice.org Writer							
<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>I</u> nsert	F <u>o</u> rmat	T <u>a</u> ble	<u>T</u> ools	<u>W</u> indow
: 1) - 🕻	3 🗎	🗠 🗉	2 💂	= 9	ABC	ABC >
9		ontents	1		Bookm ort Direc	an Old : tlv as P	Style DF
L					••••	5	· · · · · ·

It's a good idea to avoid overwriting the original just in case of any problems. We'll name this: Online-Job-Final

Export			×
G J - GuideFo	rWorkingHome 🝷 Optin 🝷 report 🔹 🔹 🧲	Search report	P
Organize 🔻 New folder		ł	= • 🕡
🐉 DVD RW Drive (D 🔺	Name A	Date modified	Туре
 Q CD Drive (J:) WD My Book (K:) iPod touch 	🐕 Online-Job	1/15/2011 7:12 AM	PDF-XChange '
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GuideForWorkingH Main Optin minisite-psd onlinejob-optin			
🔒 report-cover 🛒	(Þ
File name: Onli Save as type: PDF	ne-Job-Final - Portable Document Format (.pdf)		•
Alide Folders	Automatic file name extension	Save	Cancel

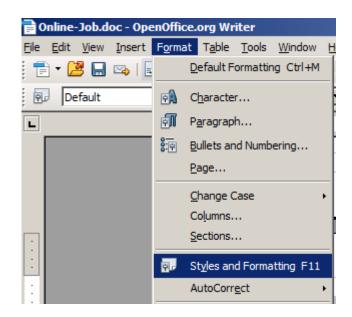
Once the new PDF is saved, open it up it your viewer to check that the formatting remained intact, and that all hyperlinks are functioning properly.



Adding a Border to the Page

To add a border to the pages of your e-book, you can do so easily by setting up a new page style.

To begin, go to Format => Styles and Formatting...



Styles and F	ormatting	×
Convert 1	R 5	🖏 🛅 •
Default Endnote	Page Styles	
Envelope First Page Footnote		
HTML Index Landscape		
Left Page Right Page		
All		

This will bring up the dialog box.

Select the Page Styles button from the top row.

Now you have a list of the currently existing page styles that are available.

Styles and Formatting	1
A 🗆 🗗 🗉 🖓 🐿 •	
Convert 1 Default Endnot Envelo First Pa Modify Footnote HTML Index Landscape Left Page Right Page	
All	

Select Default from the list, right-click, and select New...

This will bring up the Page Style Dialog box...

Page Style		×	Styles and Formatting	2
Organizer Page Backgro	und Header Footer Borders Columns Footnote			B -
Name Ne <u>x</u> t Style Linked with Category Contains	Untitled1 Untitled1 Untitled1 Custom Styles		Convert 1 Default Endnote Envelope First Page Footnote HTML Index Landscape Left Page Right Page Untitled 1	
	orizontal) + Page Description: Arabic, PortraitLeft + Not register-true		All	

You should already be in the Organizer area. If not, select it from the available tabs at the top.

Rename from Untitled1 to Page Border. This will add it to the available styles for Next Style, which is what you'll select.

Page Style		×
Organizer Page Backg	round Header Footer Borders Columns Footnote	
Name	Page Border	
Ne <u>x</u> t Style	Page Border	•
Linked with		-
<u>C</u> ategory	Custom Styles	•
	height: 11.0inch + From top 1.0inch, From bottom 1.0inch + Text (horizontal) + Page Description: Arabic, PortraitLeft + Not register-true	
	OK Cancel Help Re	eset

Next we'll set the border style for the document...

- 1) Select the Borders tab.
- 2) Select the Line arrangement. In this instance we've chosen Set All Four Borders
- 3) Set the Spacing to Contents. 0.10" is a reasonable amount of padding. If it looks crowded, you can set it to a greater distance.
- 4) Select the desired Line Style.
- 5) Select the desired color for the Border from the Color drop-down box.

Click OK to close the box and set the new Page style...

	Page Style: Convert 1 Organizer Page Background Line arrangement Default User: fined 2 Set All Four Borders	Line Style 7.50 pt 3.55 pt 5.05 pt 6.55 pt 6.00 pt 4.50 pt Color	Spacing to contents - Left 0.1 Right 0.1 4 Top 0.1 Bottom 0.1 ✓ Synchronize	0" ÷	natting	× *
Shadow style Position Distance Color Gray Gray M Reset OK Cancel Help Reset	Position	0.07	Gray	▼ <u>R</u> eset		

Then, click inside of any page of the document and double-click the new Page Border style to apply.

Introduction

If you are in are looking for home based project then you should be able to complete the assignments and tasks in time. If you can do so then you can have successful career in front of you.

Your approach and attitude towards the job matters a lot. If you are not willing to show a professional behavior then you are going to lose your job. You have to give time like a regular full time job along with professional behavior so that you can survive in the market. If you don't do so then sooner or later you will have to leave that job.

While working at home, you have to fulfill your client's demands, you have to meet with the schedule and you have to complete the tasks in time. In short, you have to satisfy the client completely due to which working at home is considered as the most challenging job. It's a high rewarding job but you have to face many challenges in it.

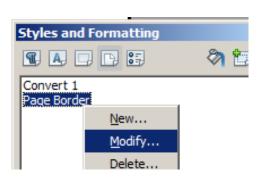
You have to show pure dedication and discipline in order to be successful in your home based job. At this point, we have far too much white space surrounding the text area.

We'll take care of that by adjusting the margins.

Setting the Page Margins

To set the page margins, select Format => Page...

📄 Online-Job.doc - OpenOffice.org Writer			
<u>File E</u> dit <u>V</u> iew <u>I</u> nsert	Format Table Tools Window		
i 🖹 • 😕 🔜 🗠 I 🖪	Default Formatting Ctrl+M		
Contents Heading	Contents Heading 🚯 Character		
L	Paragraph		
	89 Bullets and Numbering		
	<u>P</u> age		



This will bring up the Page Styles dialog box.

Right-click Page Border from the list, and select Modify...

When the Dialog box opens, the Page modification area should already appear. If not, select the Page tab from the top row.

We'll choose 0.75" for all four Margins as well as Right and left for the Page layout under Layout settings.

The layout settings would be quite different if we were preparing the e-book for print publication. However, it's beyond the scope of this guide and will be covered in a separate guide specific to that purpose.

Page Style: Page Border				×
Organizer Page	Background Heade	r Footer Borders	Columns Footnote	
Paper format —				
<u>F</u> ormat	Letter 💌			
<u>W</u> idth	8.50"			
<u>H</u> eight	11.00" ÷			
Orientation	• Portrait			
	C L <u>a</u> ndscape	Paper <u>t</u> ray	[From printer settings]	
Margins		Layout settings		-
Left	0.75* ÷	Page la <u>v</u> out	Right and left 📃 💌	
<u>Rig</u> ht	0.75"	For <u>m</u> at	1, 2, 3,	
<u>T</u> op	0.75"	Register-true		
<u>B</u> ottom	0.75	Reference <u>S</u> tyl	le 📃	
		I		
		ОК	Cancel <u>H</u> elp <u>R</u> eset	

The results are considerably more appealing to the eye...



Now, for some more advanced options...

Adding a Footer to a Page with a Border

Again, bring up the Page Styles Dialog box...

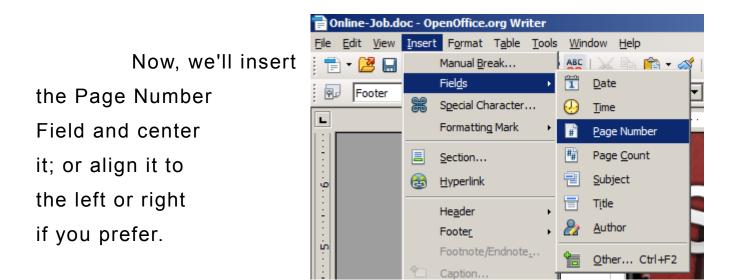


Right-click => Modify...

Then, check the Footer on box...

Page Style: Page Border		×	Styles and Formatting
Organizer Page Background Header Foo	ter Borders Columns Footnote		T A 🗆 🕒 🗄 🛛 🗞 🎦 •
Footer	0.00" * 0.00" * 0.20" *	5]	Convert 1 Default Endnote Envelope First Page Footnote HTML Index Landscape Left Page Page Border Right Page Tips Heading
Height	0.20*		
AutoFit height			
<u>M</u> ore			
1			
	OK Cancel <u>H</u> elp <u>R</u> ese	t	

...and click OK to close the box.



Since we don't want page numbers showing on certain pages such as the Title, or cover pages, we'll need to set a separate page style for these...

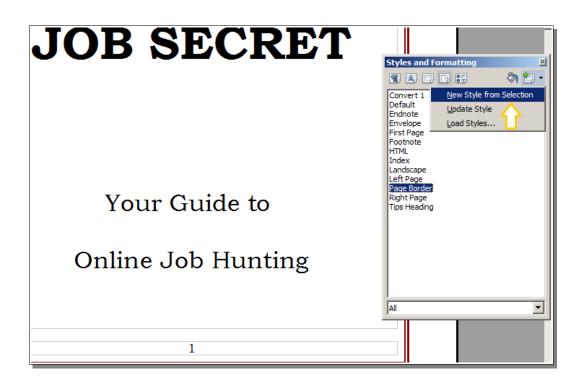
Again, bring up the Page Styles Dialog box...

📄 Online-Job.doc - OpenOffice.org Writer			
<u>File E</u> dit <u>V</u> iew <u>I</u> nsert	Format Table Tools Window		
📄 🛨 📴 🔜 🖂 🔤 🛛 Default Formatting Ctrl+M			
Contents Heading 🖳 Character			
L	Paragraph		
	8 Bullets and Numbering		
	<u>P</u> age		

Select the Page Border Style we created earlier, then click the New Style from Selection box.

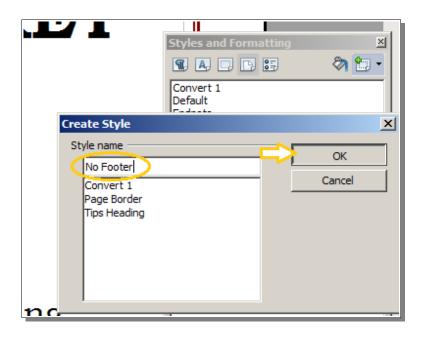


Select New Style from Selection in the drop-down menu...



Create a new Style based on the Page Border Style and type in the name.

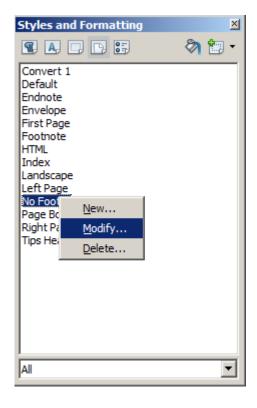
No Footer perhaps is a suitable name.



Then click OK to close the box and create the new style.

Our newly created: No Footer style now appears in the list.

Right-click => Modify...



This will open the dialog box...

	Page Style: No Footer	r 🛛 🗡	
	Organizer Page Ba	ckground Header Footer Borders Columns Footnote	
	Name	No Footer	
	Ne <u>x</u> t Style	Default 🔽	
	Linked with		
	<u>C</u> ategory	Custom Styles	
	Contains		
	Width: 8.5inch, Fixed height: 11.0inch + From top 0.75inch, From bottom 0.75inch + No header + No footer + Borders (Red, Double, inside: thin, outside: thick, spacing: large), Spacing 0.1inch + Shadow: Gray, Not Transparent, 0.07inch, No Shadow + Text direction left- to-right (horizontal) + Page Description: Arabic, PortraitLeft + Default + Not register-true		
1			
-			
		OK Cancel <u>H</u> elp <u>R</u> eset	

Click on the Footer tab, and de-select the Footer on box. Click OK to set the style and close the box.

Page Style: No Footer			×
Organizer Page Background Header	Footer Borders Columns F	ootnote	
Footer Footer on C Uncheck	to remove the footer		
Left margin	0.00		
Right margin	0.00		
Spacing	0.20		
Use dynamic spacing			
<u>H</u> eight	0.20		
AutoFit height			
<u>M</u> ore			
	OK Cancel	Help Res	et

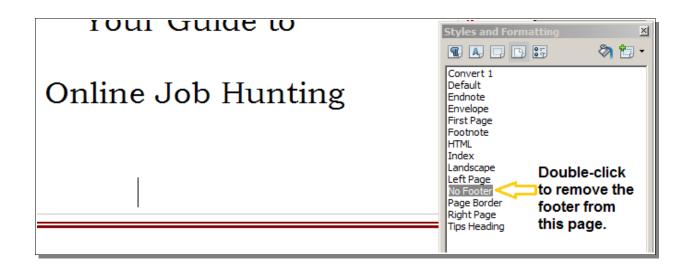
Setting a Page to Not Show the Footer

For any page on which you do not wish the footer to appear...

- 1. Click within the page to select it
- 2. Right-click => Page... to bring up the Styles and Formatting

menu.

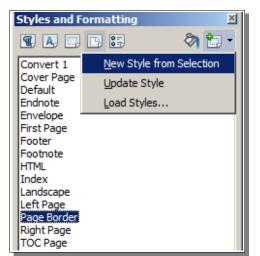
- 3. Select the No Footer style that we created.
- 4. Double-click to apply the style which will remove the footer from the selected page.



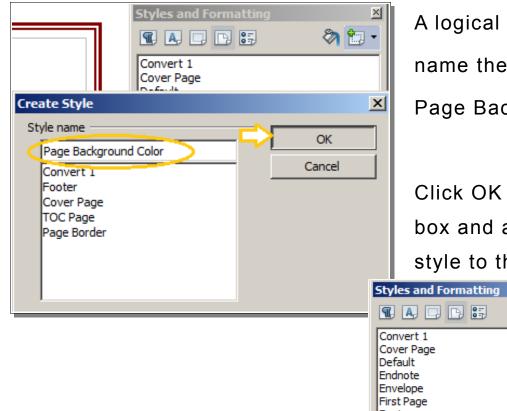
Setting the Page Background Color

We'll set a new style based

on the existing Page Border



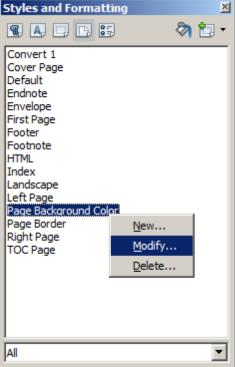
style created earlier.



Right-click => Modify...

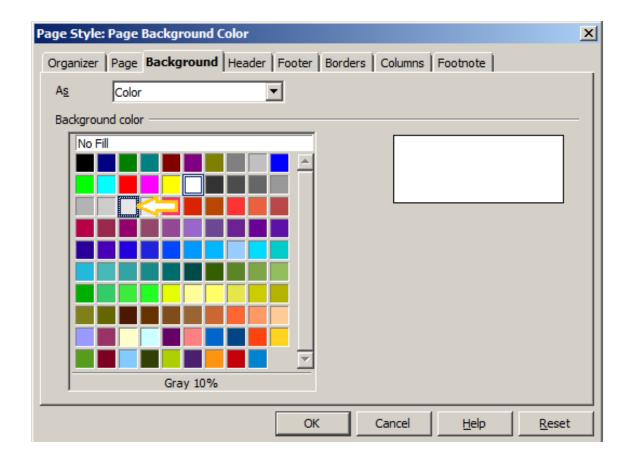
A logical choice is to name the new style as Page Background Color

Click OK to close the box and add the new style to the list.



Select and click the Background tab.

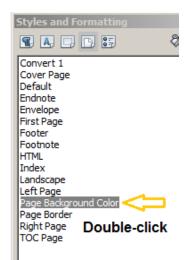
Open Office offers a very limited choice of colors, so we'll try the lightest Gray: 10%



Click within the page then, double-click to apply the Background Color style to the page...

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Apply a Background Color to All Pages

- 1. Re-open the Page Style dialog box.
- 2. Select and click the Organizer tab.
- 3. Select: Page Background Color from Next Style
- 4. Click OK to set the style and close the dialog box.

Page Style: Page Background Color			
Organizer Page	Background Header Footer Borders Columns Footnote		
<u>N</u> ame	Page Background Color		
Ne <u>x</u> t Style	Page Background Color		
Linked with			
<u>C</u> ategory	Custom Styles		
Contains	Contains		
Contains Width: 8.5inch, Fixed height: 11.0inch + From top 0.69inch, From bottom 0.69inch + No header + No footer + RGB(230, 230, 230), Not Transparent + Borders (Red, Double, thick, spacing: large), Spacing 0.1inch + No grid + Text direction left-to-right (horizontal) + Page Description: Arabic, PortraitLeft + Cover Page + Not register-true			
	OK Cancel <u>H</u> elp <u>R</u> eset		