

Creating an Ebook Using OpenOffice



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Lesson Plan



- Creating a Professional Ebook
- Font Formatting
- Images
- Content Page
- Cover Page
- Exporting in PDF format
- Security

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Prerequisites



- How to use Styles and Formatting
- How to Create Cover Page
- Knowledge of Exporting to PDF
- Knowledge of Creating Content Page.

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Creating Content



- Plan your content prior writing.
- Decide how to segregate the content into chapters, sections etc.
- Write your content.

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Formatting (1)

- Formatting can be done prior writing of content.
- Can be done as you write.

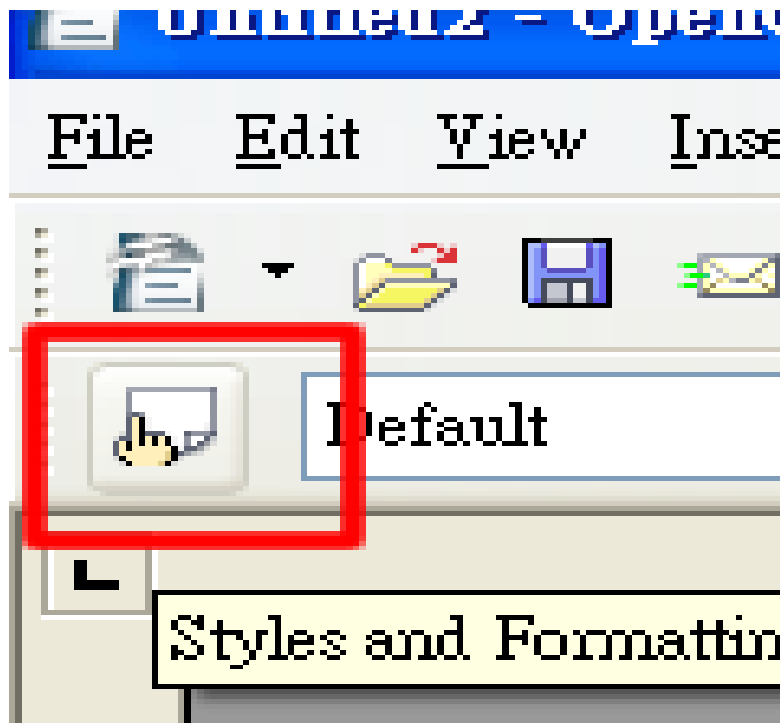


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Styles and Formatting (1)

- To format, select Styles and Formatting on the top left hand corner as shown in the screen shot:

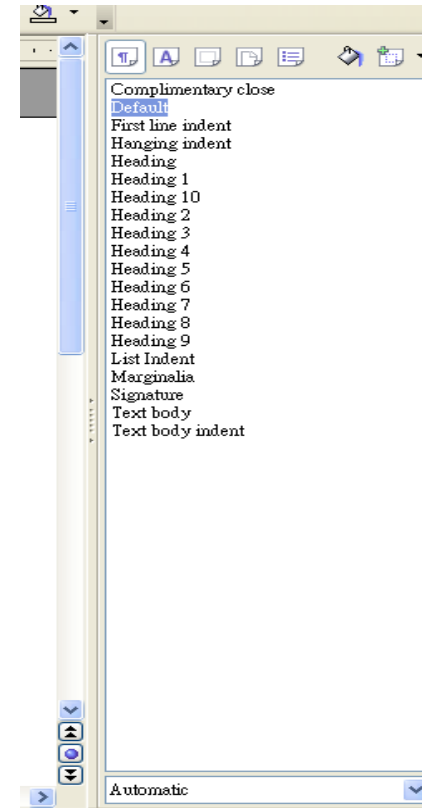


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Styles and Formatting (2)

- You will see a similar window being opened on the right of your workspace:
- This is the Styles and Formatting Panel



Styles and Formatting (3)



- To format, highlight the text you want to format.
- Then select one of the menu selection. In the following screen shot, heading 1 is chosen.

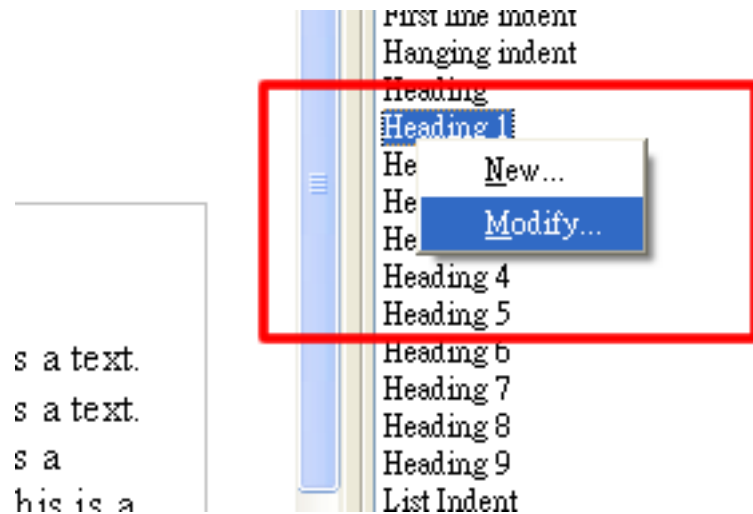
Styles and Formatting(5)



- You can change the properties of the style and formats, select one of the menu selection and right click.
- In the following screen shot, h1 is chosen.

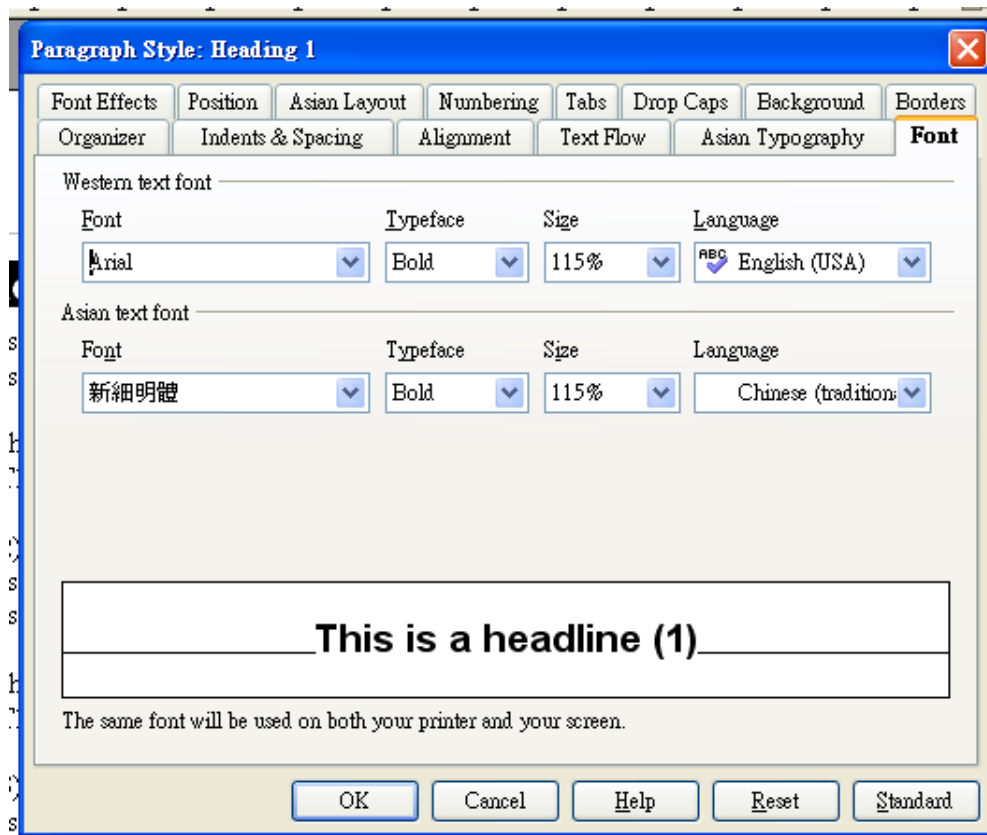
Styles and Formatting (6)

- Select 'Modify'



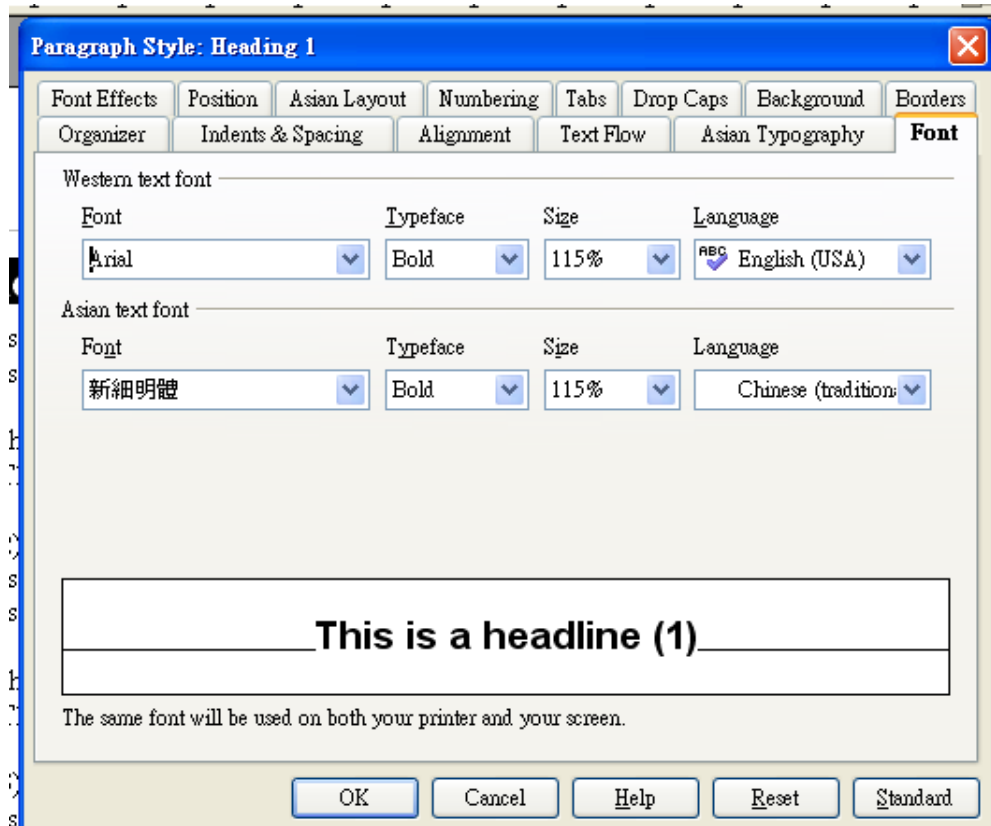
Styles and Formatting(9)

- And you will see the following window.



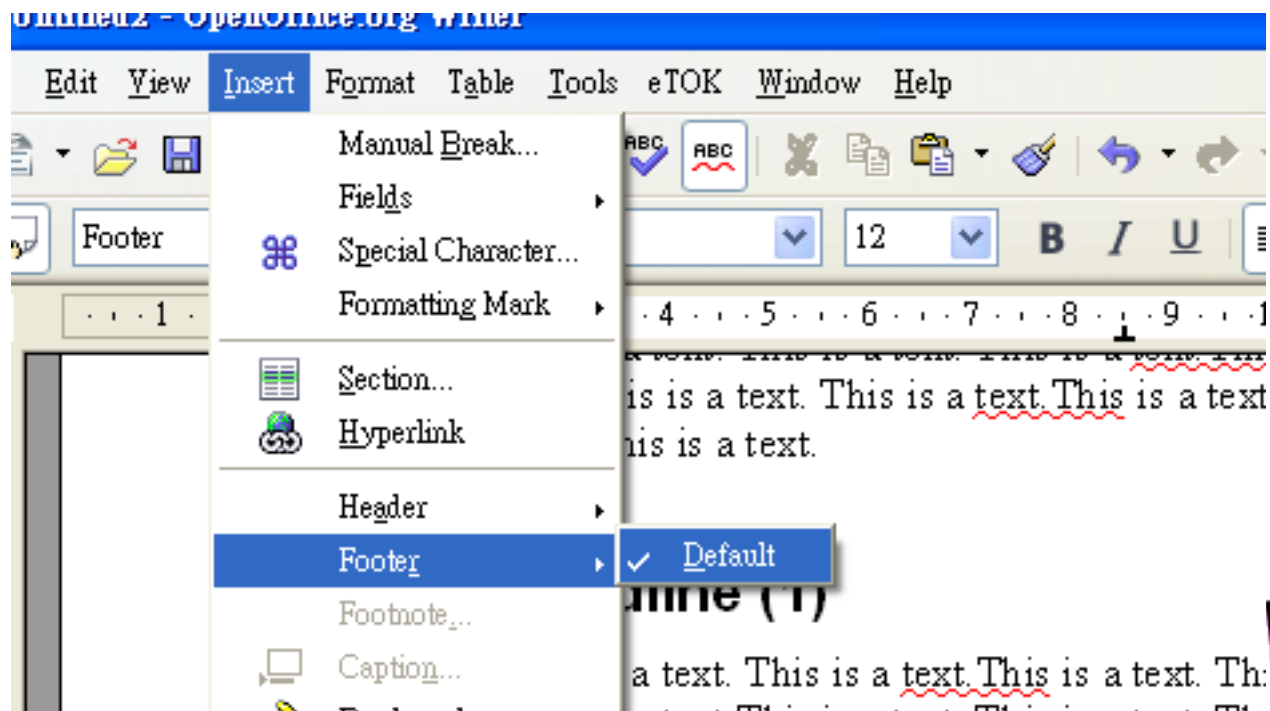
Styles and Formatting(10)

- Here, you can change the font type, size, spacing, and other options.



Page Numbers(1)

- To insert page numbers, select 'insert' go to 'footer' and choose 'default'

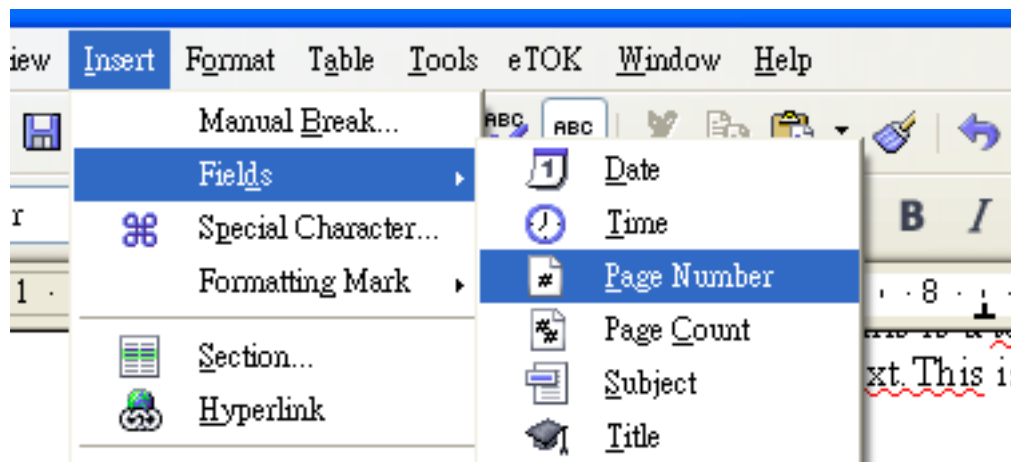


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Page Numbers(2)

- You would see a field at the end of every page.
- Next, select 'insert', go to 'fields' and choose 'page number'



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Page Numbers(3)



- Page numbers are now inserted at the end of each page.
- You can omit certain pages (such as the cover page) by creating manual break (page break) with a style selected.
- This will be shown in the following slide.

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Cover Page(1)

- Cover Page acts like a book cover, especially in the creation of ebooks.
- To create a cover page, select 'insert' -> 'manual break' *on your first page*

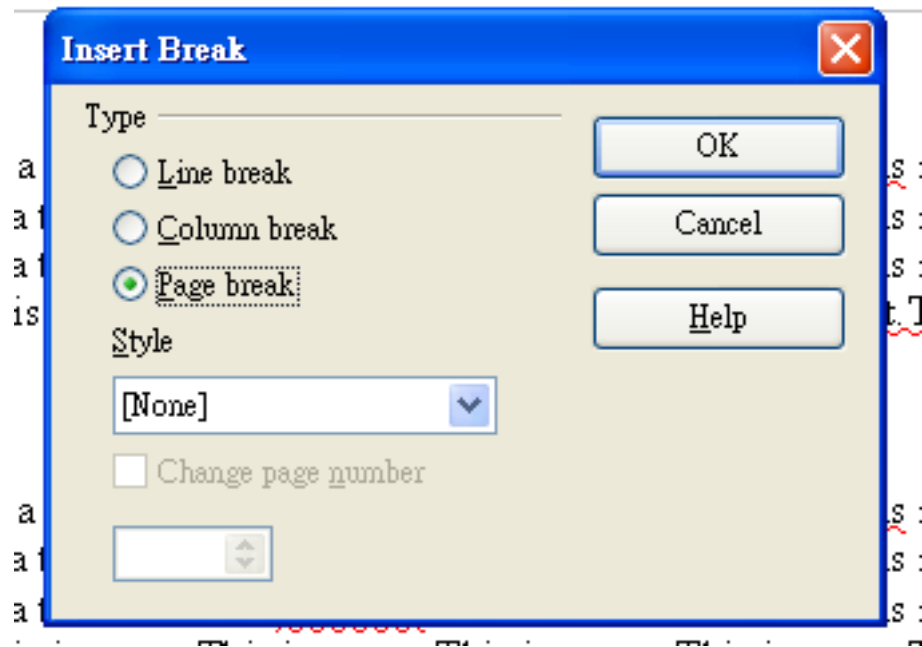


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Cover Page(2)

- You will see the following window:



- Select 'Page Break'

Cover Page(3)



- Once you select 'page break' on your first page, your first page automatically becomes empty.
- This can be used as your cover page.

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Cover Page(4)



- This technique can be used to omit pages when you create content page or page numbers.
- Select a 'style' when you are creating a page break
- Apply your table of contents or page numbers to pages that you want.

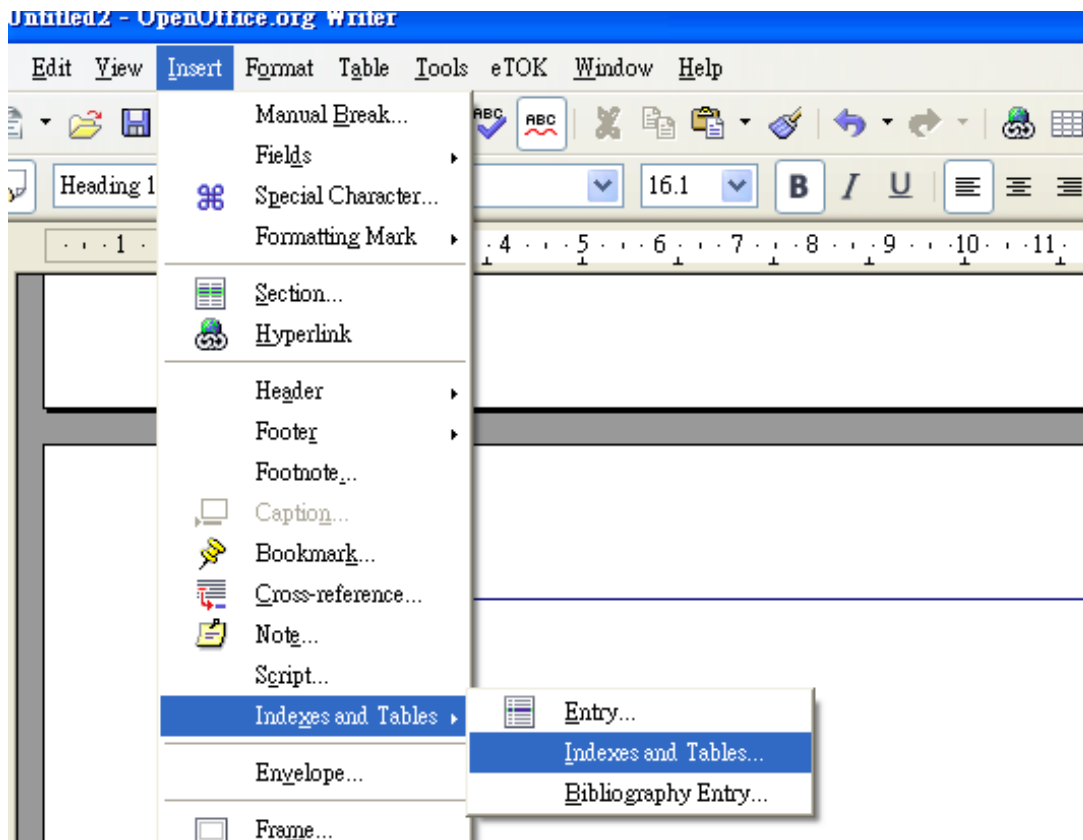
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Inserting Table Of Contents(1)



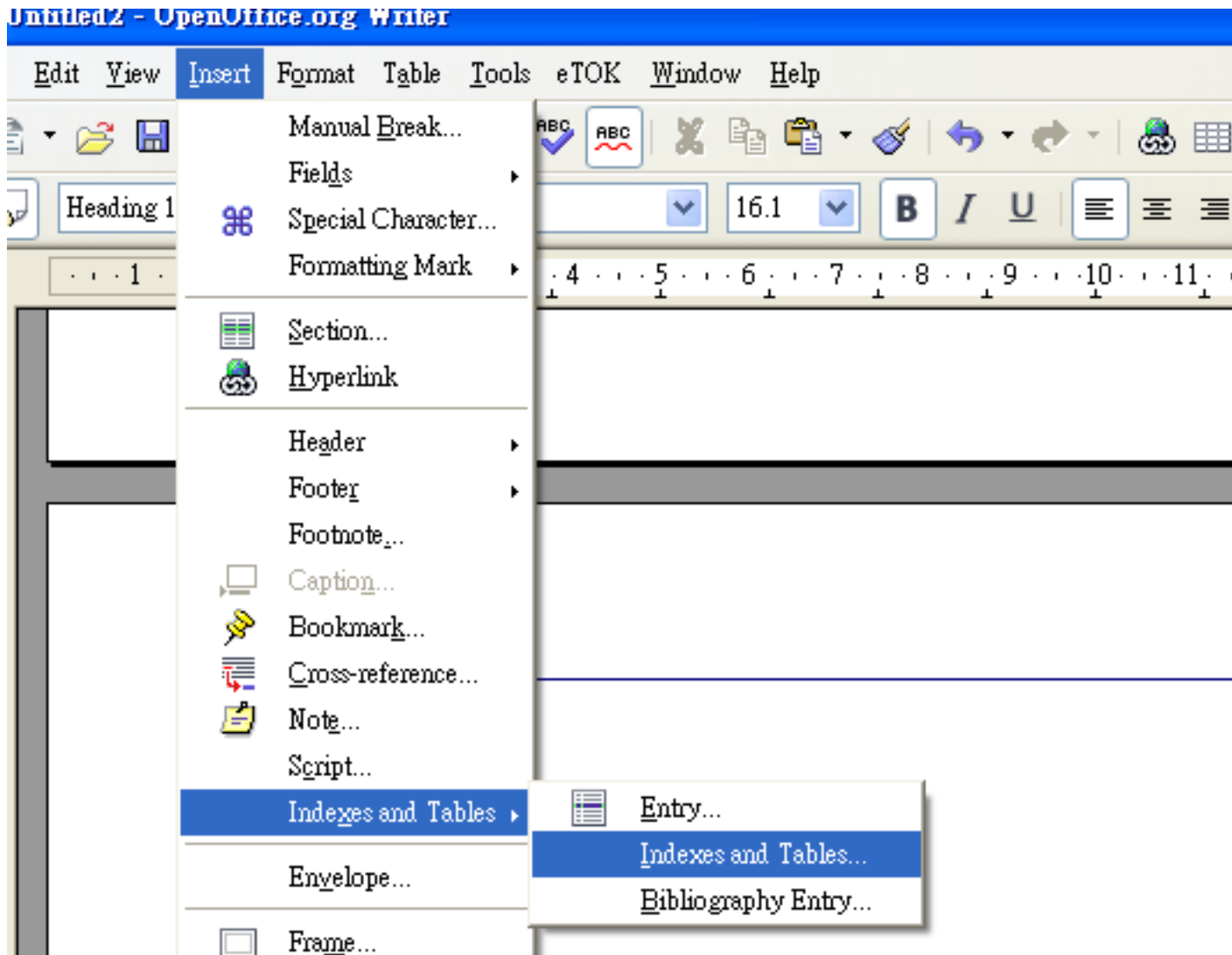
- On the page where you want your table of contents to be seen, Select 'Insert' -> 'index and tables' -> 'Indexes and Tables'



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Inserting Table Of Contents(2)

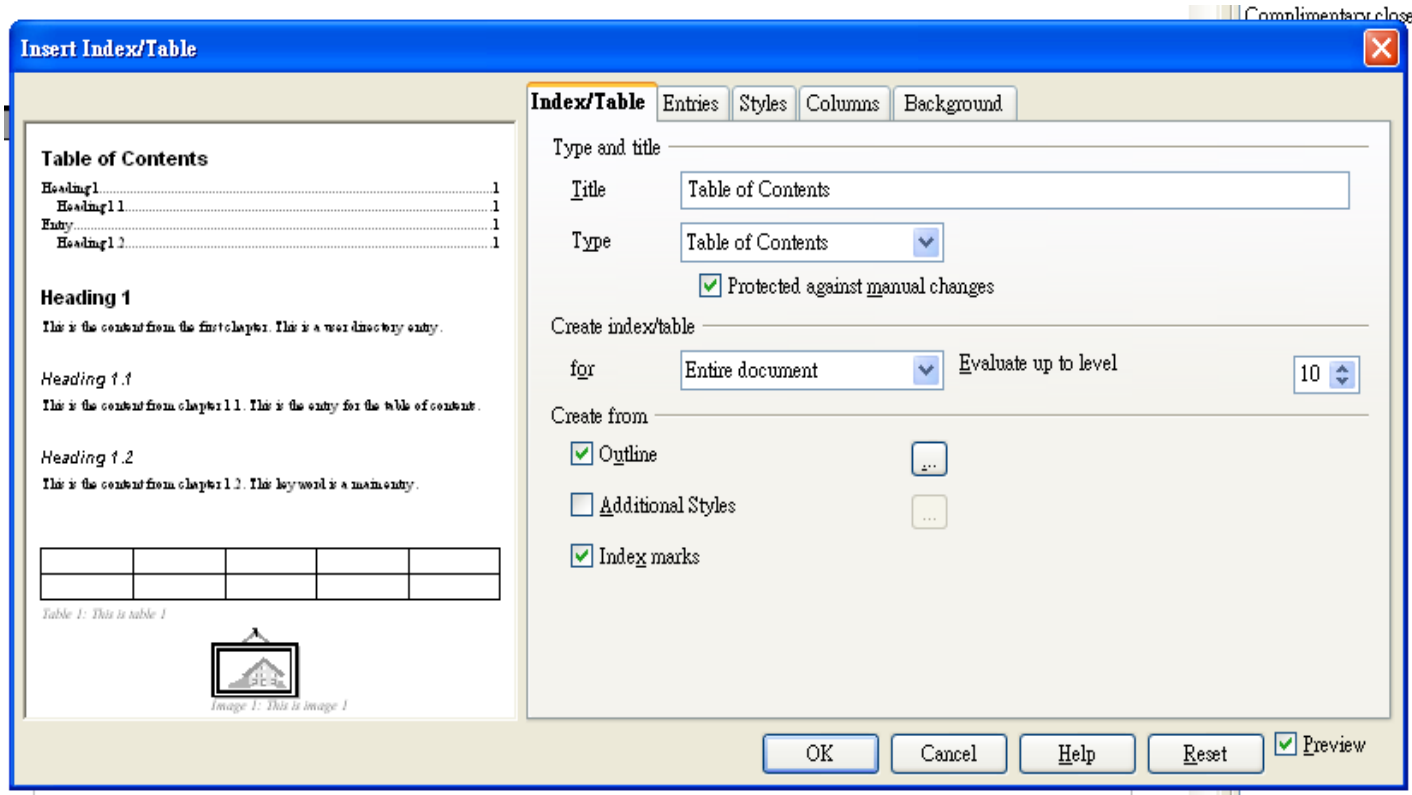


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Inserting Table Of Contents(3)

- You would see the following window appear:



Inserting Table Of Contents(4)



- On this table, you can type in the title for this content table, define the number of levels for the content table and so on.

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Inserting Table Of Contents(5)



- If you have already formatted the text according to the 'Styles and Formatting', using heading1, heading2 and so on, your table of contents should appear.

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Formatting Table Of Contents(6)



- The table of contents may not have the style you want, such as fonts.
- To change the style, right click on 'content 1', or 'content 2' and so on (depending on the number of levels) found at the styles and formatting panel

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Formatting Table Of Contents(7)



- You can than change the font, size color etc as per changing the style, size, color of text.

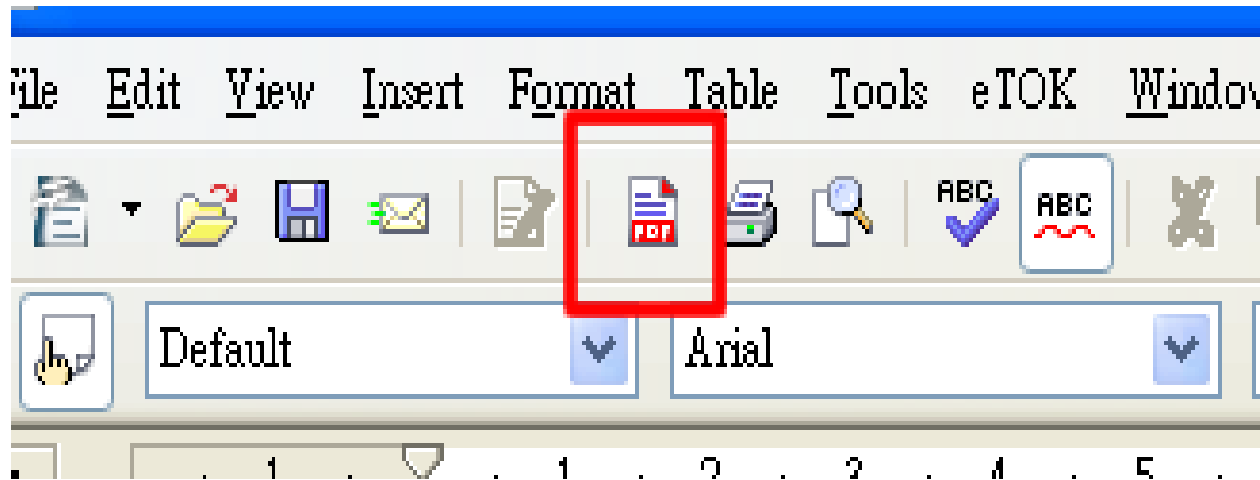
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Export as PDF Format



- To Export your file as a PDF file, simple click on the PDF icon on the menu bar and type in the name of the PDF file.



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Export as PDF Format with Security Options(2)



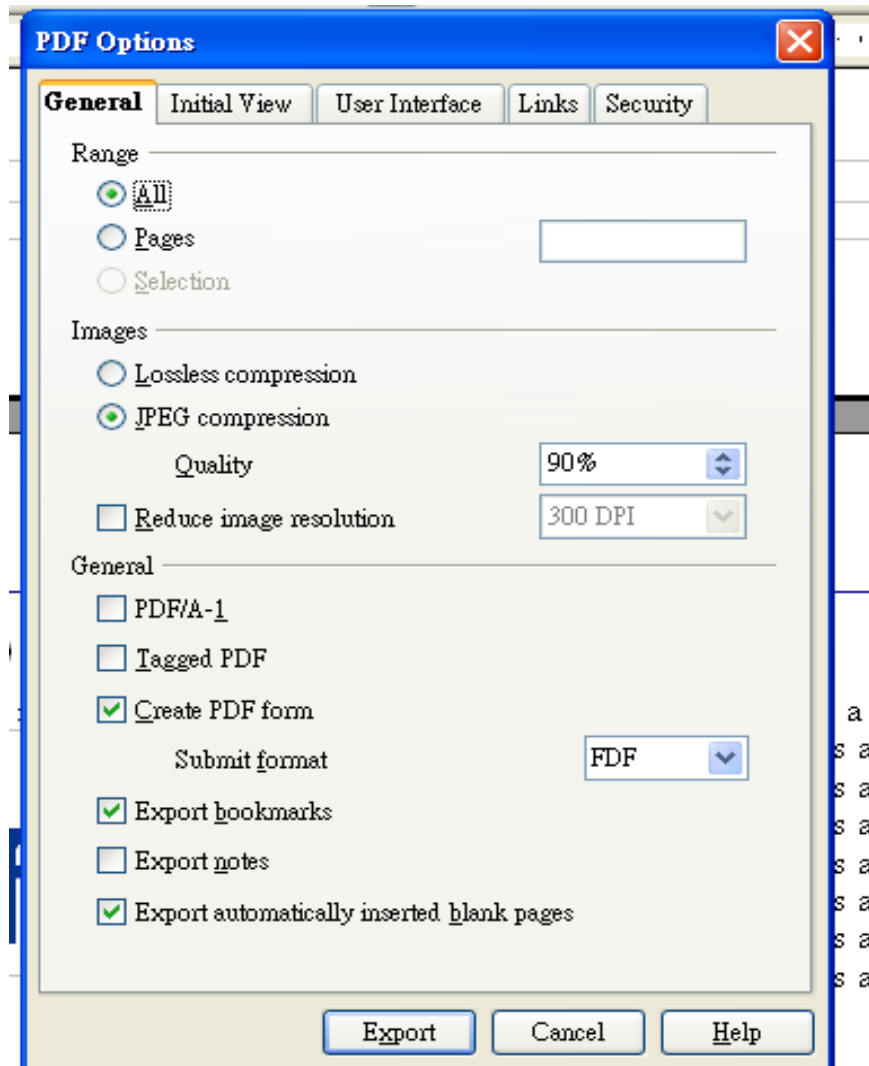
- To Export your file as a PDF file, with security options, select 'File' -> 'Export as PDF'
- You will see the following window (see screen shot)

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Export as PDF Format with Security Options(3)

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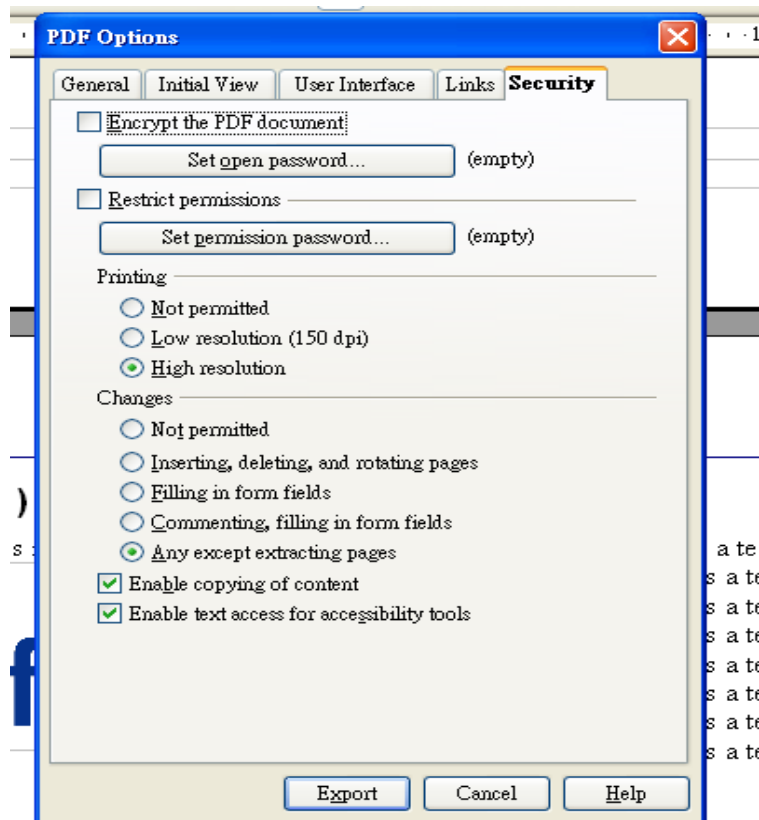
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Export as PDF Format with Security Options(4)



- Select the 'Security' Tab and you will see the following:



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Export as PDF

Format with Security Options(5)



- You can set security options such as password for opening the PDF file, or restrict permission
- Most important you can prevent copying and editing by activating 'Not Allowed' in 'Printing' and 'Changes' options.

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Ebook Created



- Your ebook is completed.

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The Above Tutorial Is Brought to You by Netosis.com

The above tutorial is highly related to 'How You Can Start Your Profitable Internet Business Using Little Or No Money'. Here's what you will learn in this book:

- How To Leverage On FREE but POWERFUL Softwares to PowerUp Your Business
- The Secrets to Driving FREE and High Quality, Targeted Traffic To Your Website
- The 3 Principles That You Must Understand To Create Low Cost, High Revenue Business
- How To Create Sales Letters That Sell Better Than A Top Sales Person
- The 1 and Only Low Cost, High Revenue Business Model That You Can Get Started Using Little Or No Money
- Resource List So that You Won't Get Cheated By Unscrupulous Internet Marketers Who Try To Sell You Things That YOU Can Get it For FREE.
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