Write An E-book PDF with Open Office 3.2 Writer Word Processor

By Johnson Yip

of

Johnsonyip.com

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Table of Contents

Introduction

An E-book is basically a book saved as a PDF file. However, it contains links and bookmarks for easy navigation. For example, when some one clicks on a link from within an E-book, the link will take them to a bookmarked location or chapter within a document which the bookmark is linked to.

Also, E-books are organize similar to paperback books meaning an E-book should be easy to follow from beginning to end. Each chapter should help the user understand the next chapter better by teaching them basic information they need to know, so they can understand the storyline, terms and concepts they will see in future chapters as they read deeper into the e-book.

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If you like to learn more about how to use Open Office Writer, I recommend you read Getting Started with Open Office .org 3: OpenOffice.org 3.0 by *OOo AuthorsTeam*

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Make Title page

A title page is used to grab the users attention. It does not have to be very fancy. All you need to do is type the title on the first page, your name, and possibly your contact or website information if you want to.

You can make a picture or logo for your title page with a photo editing software like Gimp Image Editor which is free for you to download at gimp.org to install and use on your computer, or you can use Adobe Photoshop or another image editor.

You can also insert your own pictures by going to the insert menu on Open Office, looking for the picture menu and picking from file, and use the pop up file explorer to browse to the location where you saved/stored your image file, and open your image file. Once your image file is opened, it should appear on your document file.
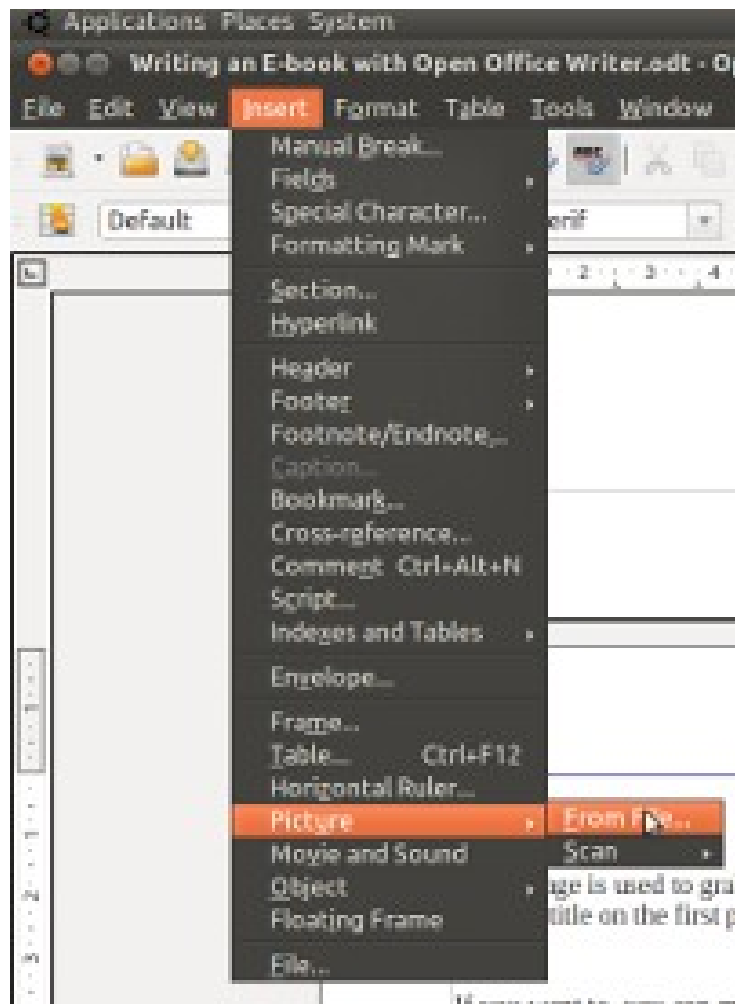
Create a Table of Contents

A Table of contents is the second page of your E-Book. It lists all the chapters which you plan on writing on a book. It lets the reader know what your book is about before they read each chapter by reading the title for each chapter. If you like, you can put page numbers, so the reader know which page is each chapter is on, but you have to do this at the end of the writing process unless you know for sure each chapter will take up one or more pages.

Example of my Table of Contents for this E-book about writing an E-book with Open Office Writer.

Table of Contents

Be sure to not make the titles overly long and descriptive since it might look disorganize, and titles are best when they are short, but are descriptive enough to know what the chapter is about by quickly reading the title in the table of contents.

If your chapter is very long, it would be a good idea to break down your Chapter into subsection and list the subsection along with their page number in your "Table of Contents", so your readers can quickly find sub-topics in your chapter.
Example:

Chapter 1.....................1
        subsection1.......5
        subsection2.......7
        subsection3.......8

Write E-book

Typically, when writing E-books, it is easier to write about How To Tutorials, advice, recipes, guides and other non-fiction material since most of us know enough information to write a short few page book about a specific topic like "How to grow potatoes in a garden, making chocolate fudge, installing word processing software on a computer, promoting a website by using Social Media, building a website with HTML, house cleaning, car care, computer repair, etc".

You can write a novel, collection of poetry and short stories, fiction, movie scripts, songs, and fantasy stories but fewer people might be interested in reading your E-book unless you are very great at writing fictional stories which few people are compared to the average person who can write a great "How to, advice, recipe, and other non-fiction" E-book.

You can even create a Comic book by scanning your hand drawn comics into your computer, and inserting them as pictures in Open Office. Using comics, diagrams, and pictures to illustrate your point can be a great way of telling a story to your readers since many of us learn by seeing pictures of other people doing stuff.

When writing your E-book, it is best to follow some sort of order like chronological order, ascending, descending, simplest to hardest, most favorable to most hated, etc, so the reader does not get confuse, and knows what to expect next.

Use chapters to organize important sub-topics which are related to the main topic of the E-book. If you have a lot to write about on a chapter try breaking down your chapter into sub sections. If one subsection is very important or long, maybe it deserves a chapter of its own in your E-book.

When writing your E-book it might be a good idea to use bulleted points to list important points for each section or paragraph within the chapters.

Example:
Computer tools needed for replacing a computer hard drive
- Philip screwdriver
- Flat head screwdriver
- anti-static mat
- anti-static wrist strap

Top 3 Computer Hard Drive Brands
1. Western Digital
2. Hitachi
3. Maxtor

[1]Foot Notes can also be useful when defining difficult words, or giving credit to other people you quoted

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1   Foot notes used for defining words and quoting people and sources.

Open Office E-book writing Tips

Tip 1: Save your work and Save it often.

Nothing is more frustrating then finishing typing up your document, and suddenly there is a power outage making you lose all your work because you forgot or was too lazy to save your work every few minutes. Press CTRL+S on your keyboard to save your work without going to the tool bar, or file menu to save your documents.

Tip 2: Back up your E-book to a USB flash drive or external hard drive and send a copy of your E-book to your E-mail account.

Computers occasionally break or get stolen, and losing all your hard work is annoying, but if you saved a copy to an USB flash drive or external hard drive, and send yourself a copy of your E-book to your online e-mail account like Gmail, Hotmail, Yahoo mail, etc. You should be pretty safe against losing your E-book because of computer problems or theft.

Tip 3: Pictures make E-books more interesting, but don't use too many pictures.

It is good to use pictures to illustrate your point, but using too many pictures can make your E-books file size very big, or make reading your E-book very cluttered unless your E-book is a comic book, magazine, or picture book.

You can also insert your own pictures by going to the insert menu on Open Office, looking for the picture menu and picking from file, and use the pop up file explorer to browse to the location where you saved/stored your image file, and open your image file. Once your image file is opened, it should appear on your document file.
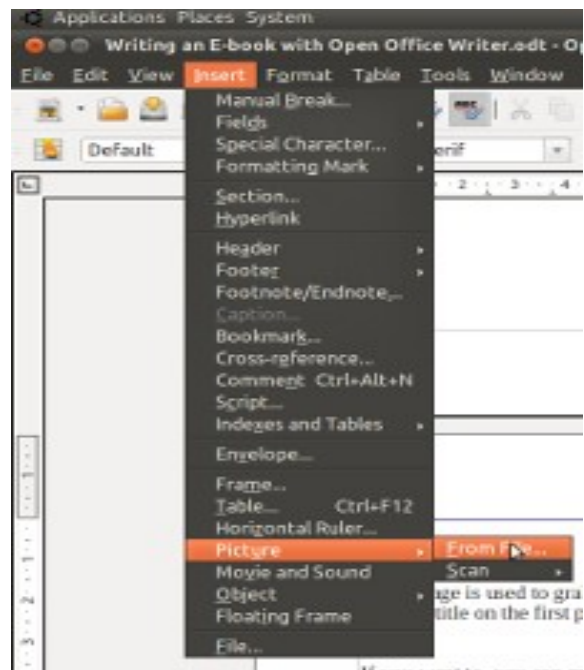
Proof Read E-book for Errors

When you are finish writing your E-book, you should proof read your E-book for spelling, and grammar errors.

Open Office has a built-in spell checker, if you spelled a word wrong there will be a red wavy line underneath the word which you can right click with your mouse to correct the error with the right word.

Your spelling needs improvement? You should get a book like Painless Spelling by *Mary Elizabeth M.Ed*. which will help you with your spelling by sounding them out with pronunciation.
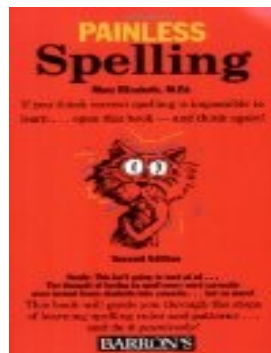
Also, make sure you used the right word in your sentence since your and you're sounds the same, but they both mean completely different things, so be careful when proofreading your sentences to make sure you're using the right word for the sentence.

Avoid run-on and incomplete sentences when checking your work over for grammatical problems. If you do not how to use a semicolon or comma, just make two sentences instead of joining two sentences with a comma and a conjunction word like but, or and.

After you finish checking your e-book for grammatical and spelling errors, you should read over your e-book to see if everything makes sense and all your facts are real. It also helps to have someone else to read over your book to see if they understand it.
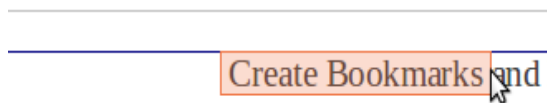
If your grammar needs improvement, I recommend you get a book on grammar like Painless Grammar by *Rebecca Elliott Ph.D. to help* you improve your punctuation and other grammatical skills.
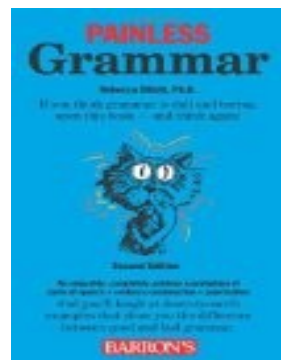
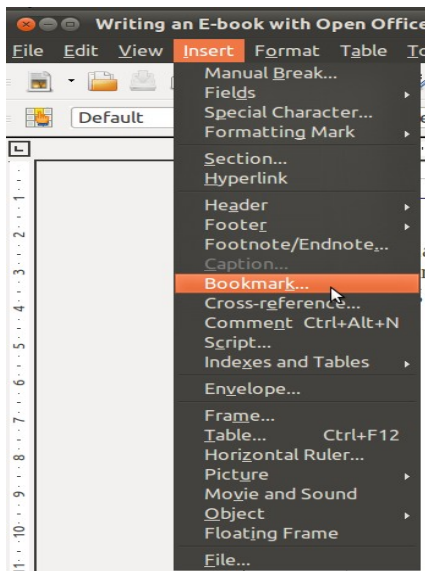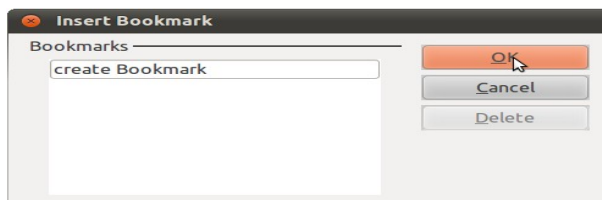# Create Bookmarks for "Table of Contents"CH

Now that you are finish writing your book, it is time to make bookmarks for your E-book, and link the chapter bookmarks to your table of contents for easier navigation and reading for your readers.

1. Highlight the chapter title you want to bookmark.

2. Go to the insert menu and pick Bookmark from the menu.

3.Name your Bookmark and click the OK button.

4. Repeat steps 1-3 for each title in heading in your book.

Create Links for "Table of Contents"CH

1.Highlight the Chapter title in the "Table of Contents" which you want to link to a chapter bookmark, and click the Hyperlink button on the top tool bar.
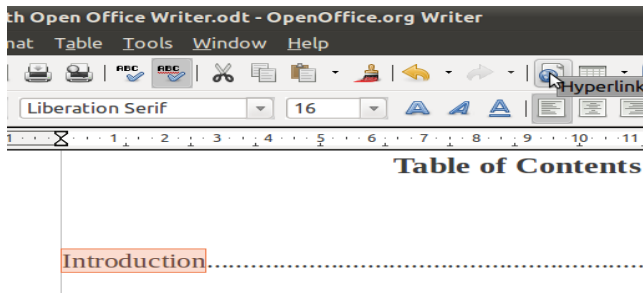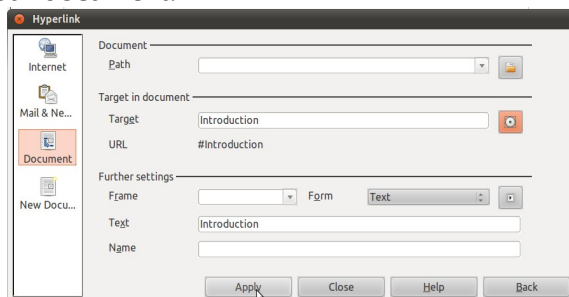
2.Click on The document option in the left sidebar then click on the browse button on the "Target in Document" setting.
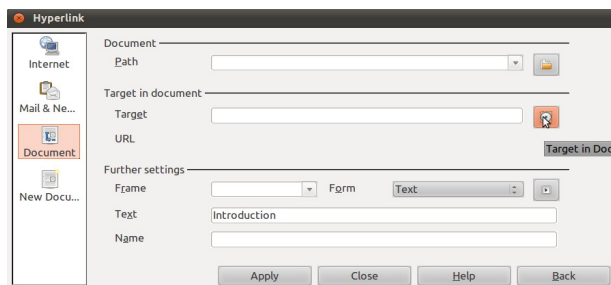
3.Go to the Bookmarks section, and click on the bookmark you want to link to. Click the apply button.
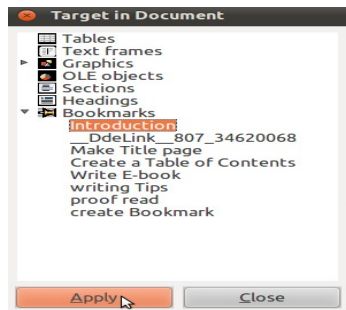
4.Click the Apply and close button in the big Hyperlink window, and now your text should be linked to your document.

5. Repeat steps 1-4 for till all the titles on your "table of contents" are linked to their bookmarks.

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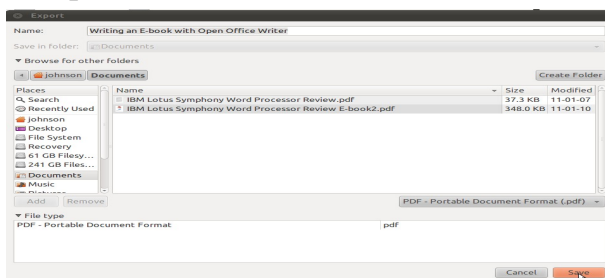
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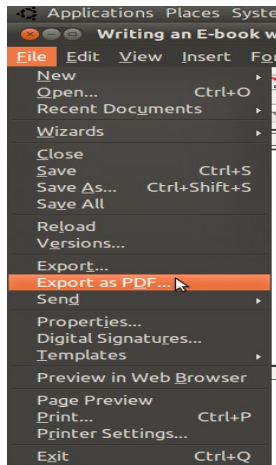
All the regular settings are fine, so you can just click the Export Button.
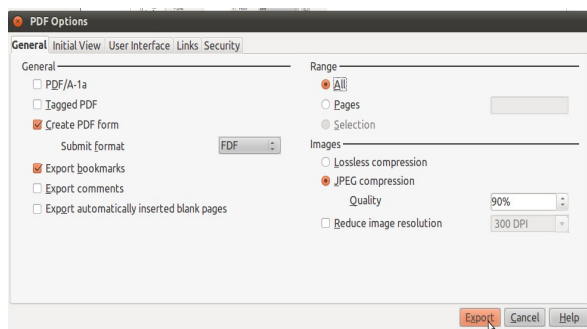
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