

# Make An eBook - Checklist

## 1 Open eBook Template

- Open the *6x9 eBook Template* within LibreOffice from your download folder.

## 2 Save eBook Template

- Save eBook template into My Templates for easy access.  
**File/Templates/Save As Template/Save**

## 3a Open Saved eBook Template

- Open saved *6x9 eBook Template*. **File/New/Templates**

## 3b Open Saved eBook Template

- Choose the *6x9 eBook Template*. **Open**

## 4 Edit Document Properties

- Open the document's **Properties** window and edit Title and other information. **File/Properties**

## 5 Edit the Title Page

- Edit Title, Author and Publisher text on Title Page.

## 6 Edit the Front Matter

- Edit Copyright Date and Holder, Publisher's and Contact Support information.

## 7a Start Writing in *Writer*

- Start writing in the page AFTER the Table of Contents.
- Place new chapters on a new page. **Insert/Page Break**
- Begin each chapter with a chapter heading.  
**Styles & Formatting/Header 1**

## 7b Special Considerations

- View this page before transferring text from *Word* into the eBook template.

## 7b From *Word* Into *Writer*

- Select the text in *Word* document. **Home/Select/Select All**
- Copy the selected text. **Home/Copy**
- Paste text into the page AFTER the Table of Contents Page of the eBook template. **Edit/Paste**

## 8 Update Table of Contents

- With cursor anywhere in the Table of Contents gray text box.  
**Right-Click/Update index**

## 9 Save Finished eBook

- Save eBook in selected folder as .odt file. **File/Save**

## 10 Export eBook As PDF

- Export your eBook as a PDF eBook. **File/Export as PDF...**
- Under **General**, make sure **Export Bookmarks** is checked.