

How to Create an e-Book

A

**Step-by-Step
Illustrated Guide**

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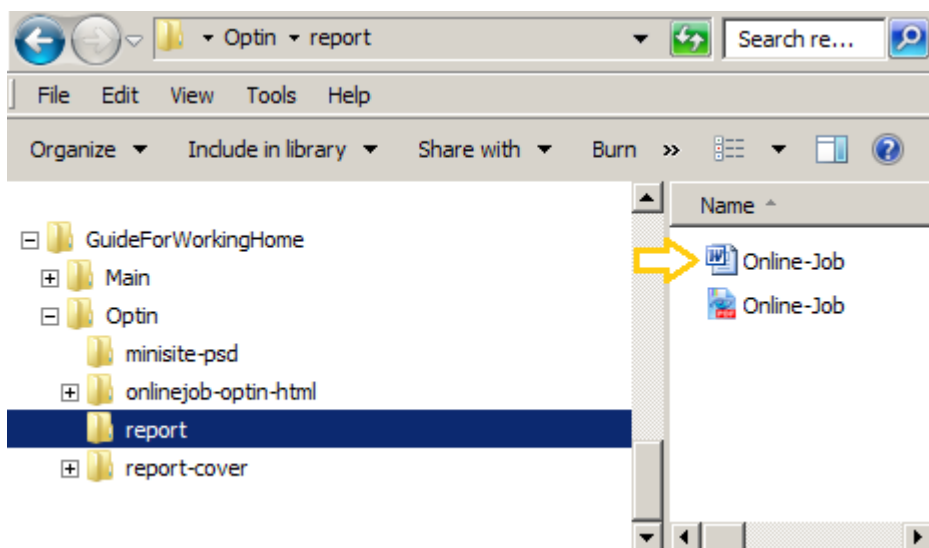
Introduction

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

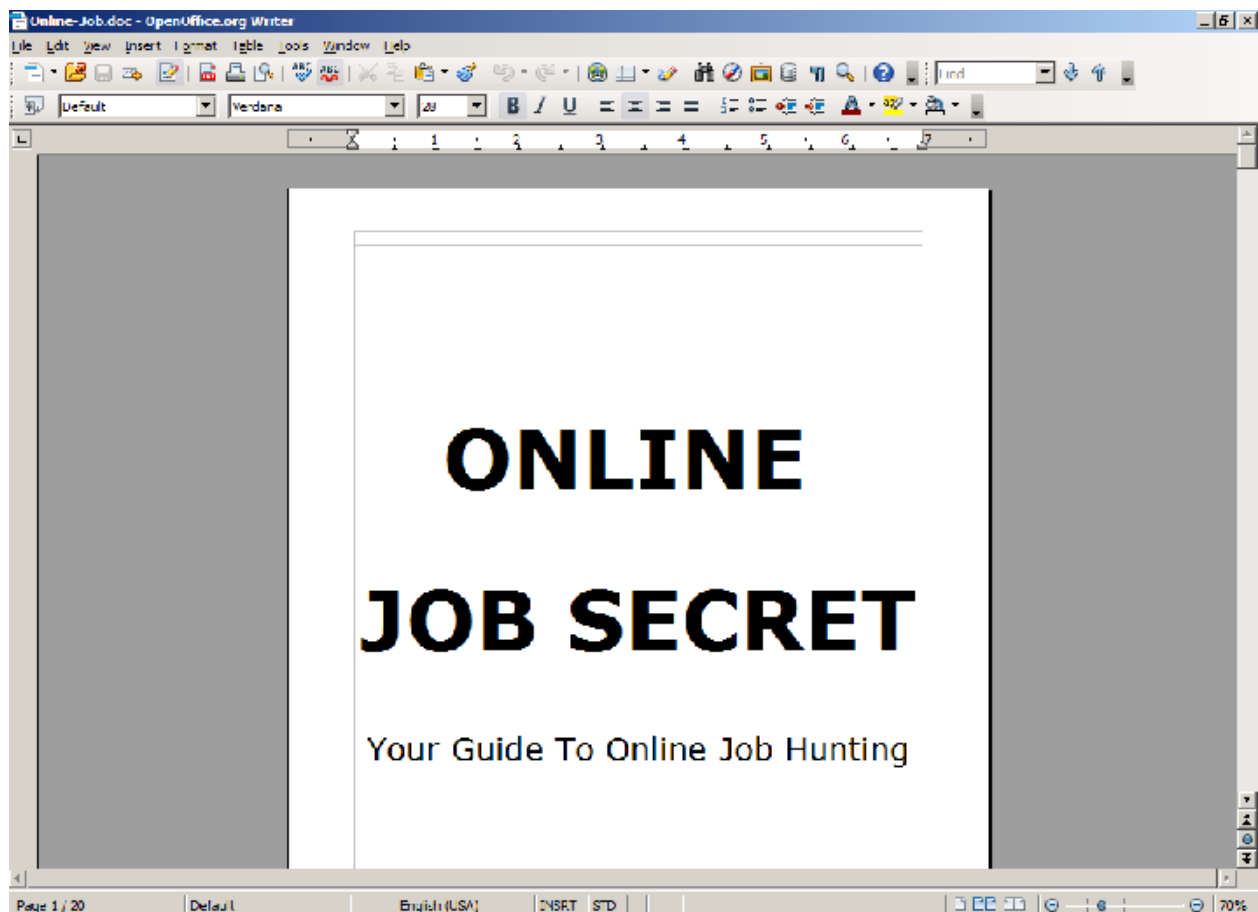
We will be working with the “Practical Guide For Working From Home” package from April 2011.

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

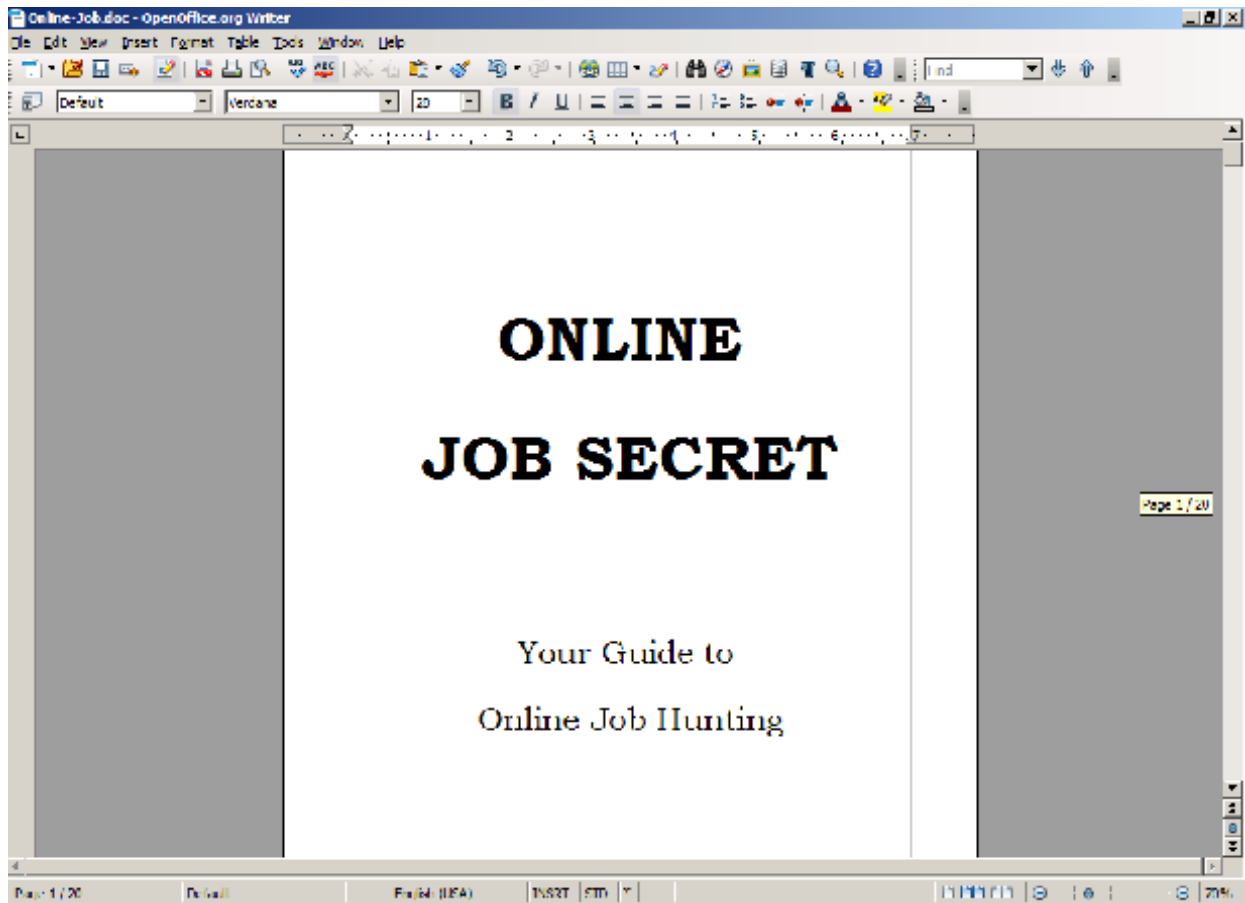
Here is the hierarchy of the package...



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...

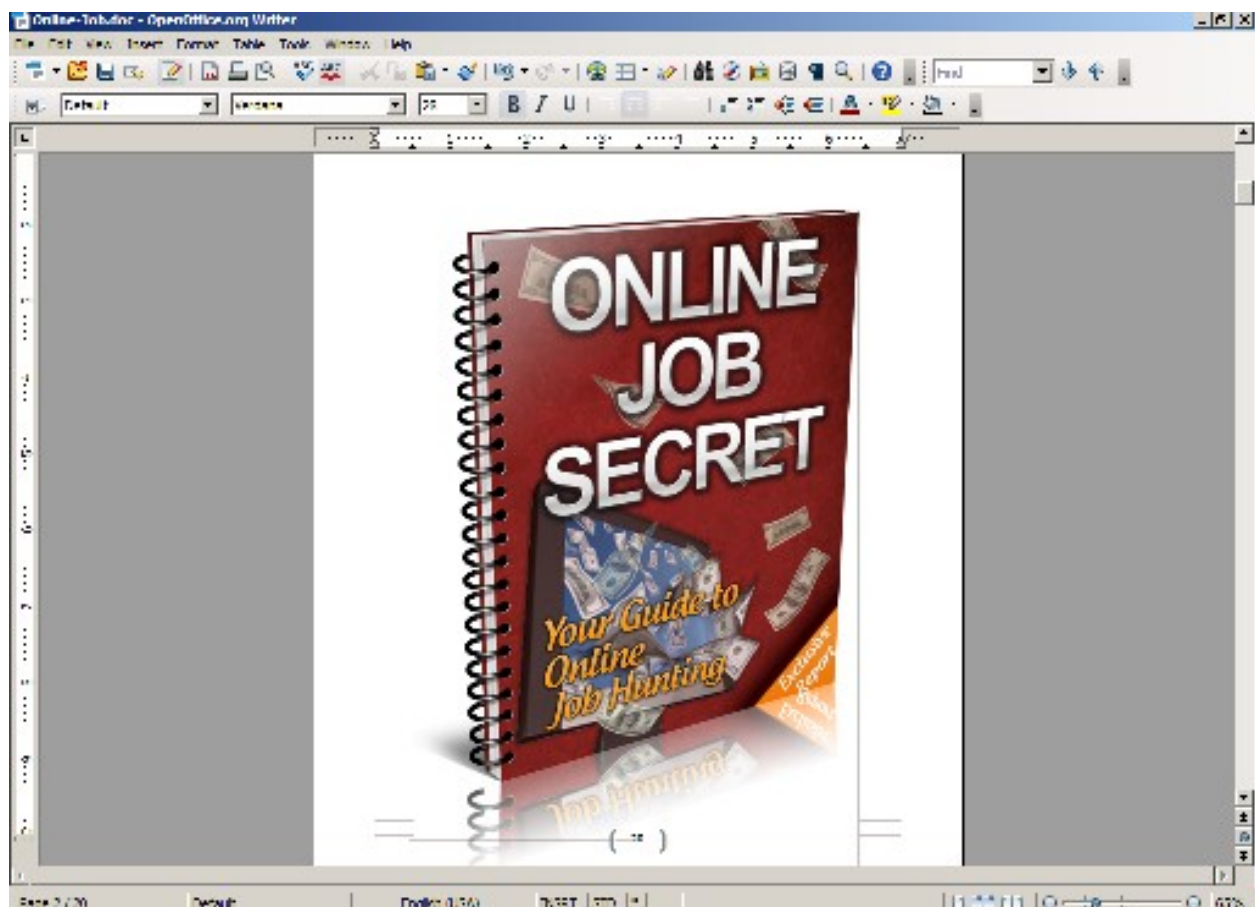


Now, we'll just change the font styles to something a little more pleasant...



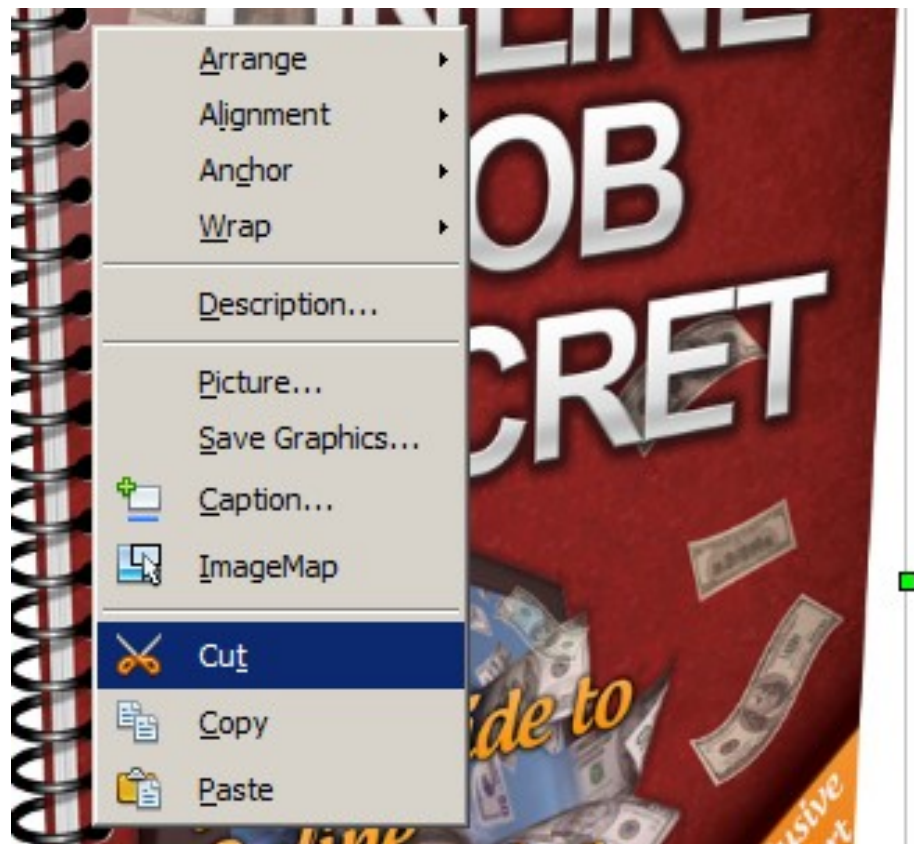
Inserting or Changing an Image

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



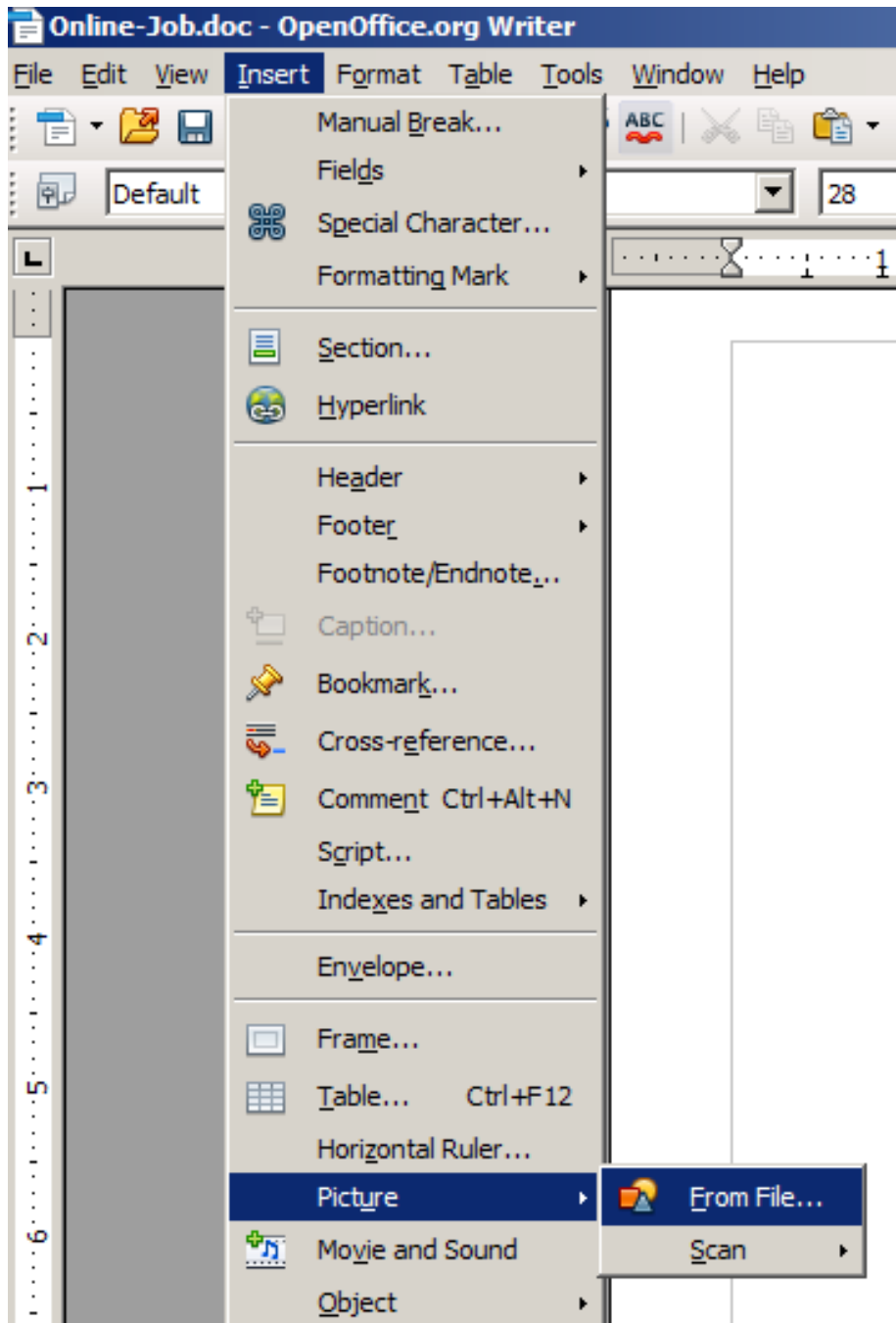
**Just for practice though,
let's go ahead and change that to the flat version.**

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

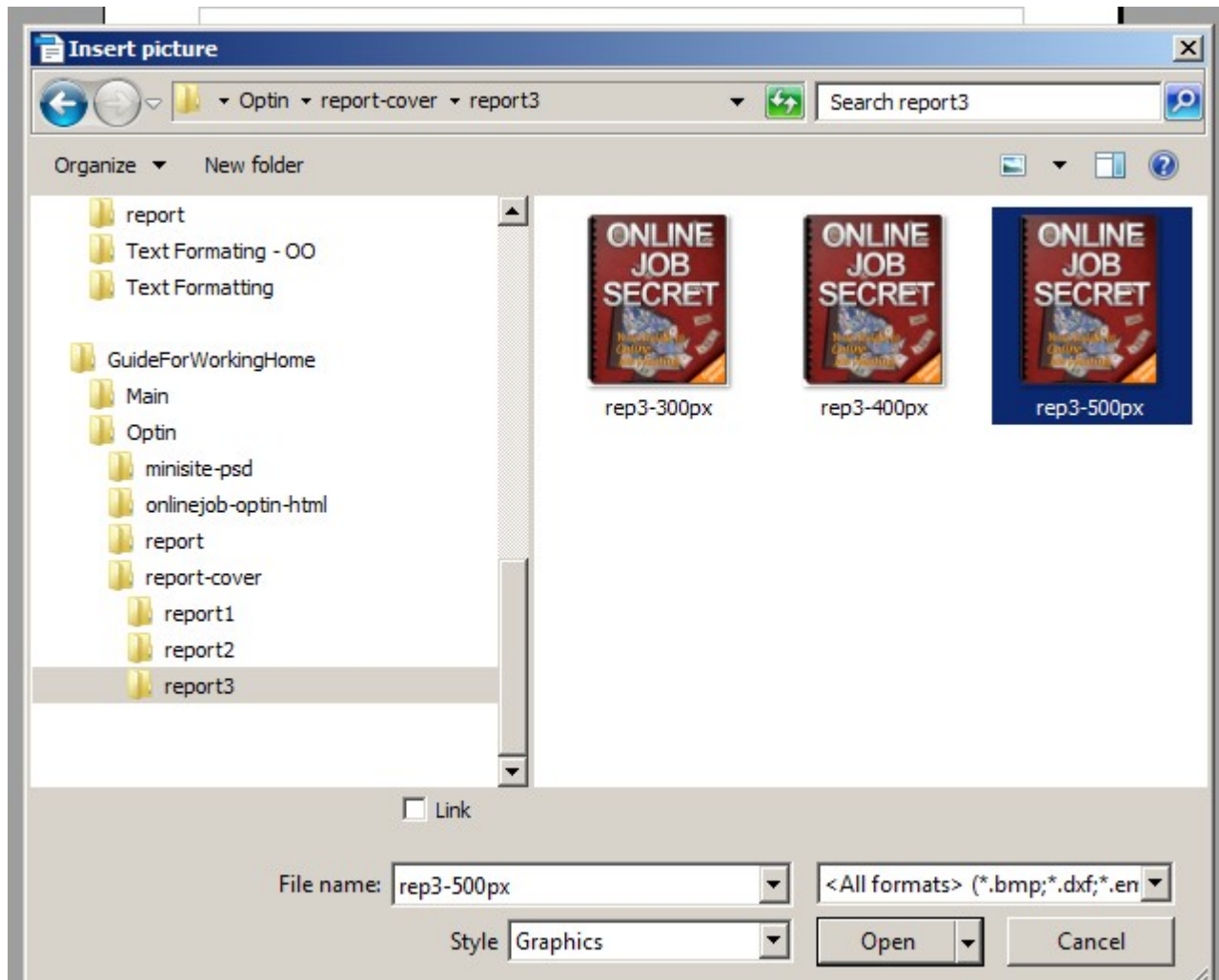


That will delete this one, then we can replace it with another one that's included in the package.

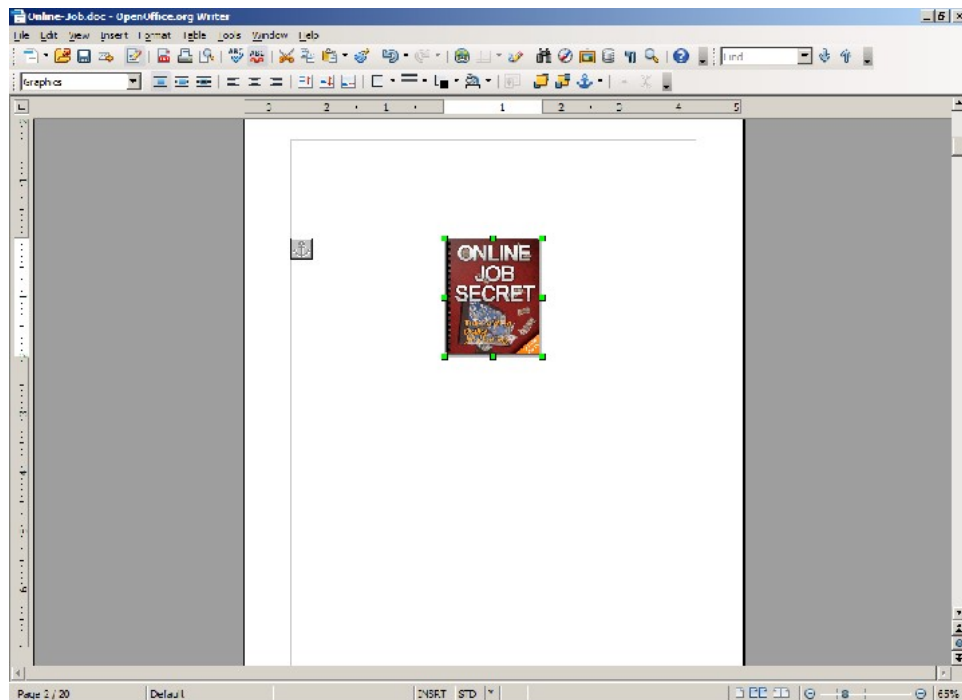
Browse the folder to locate the new cover...



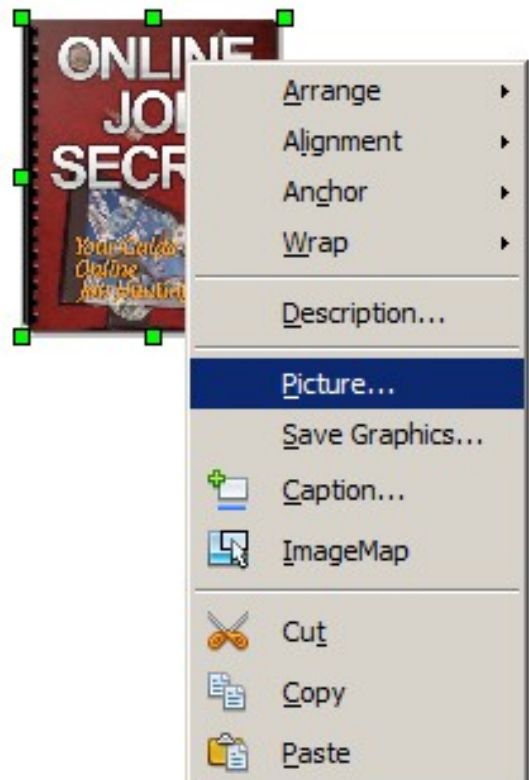
Select the large-sized cover and click the Open button...



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



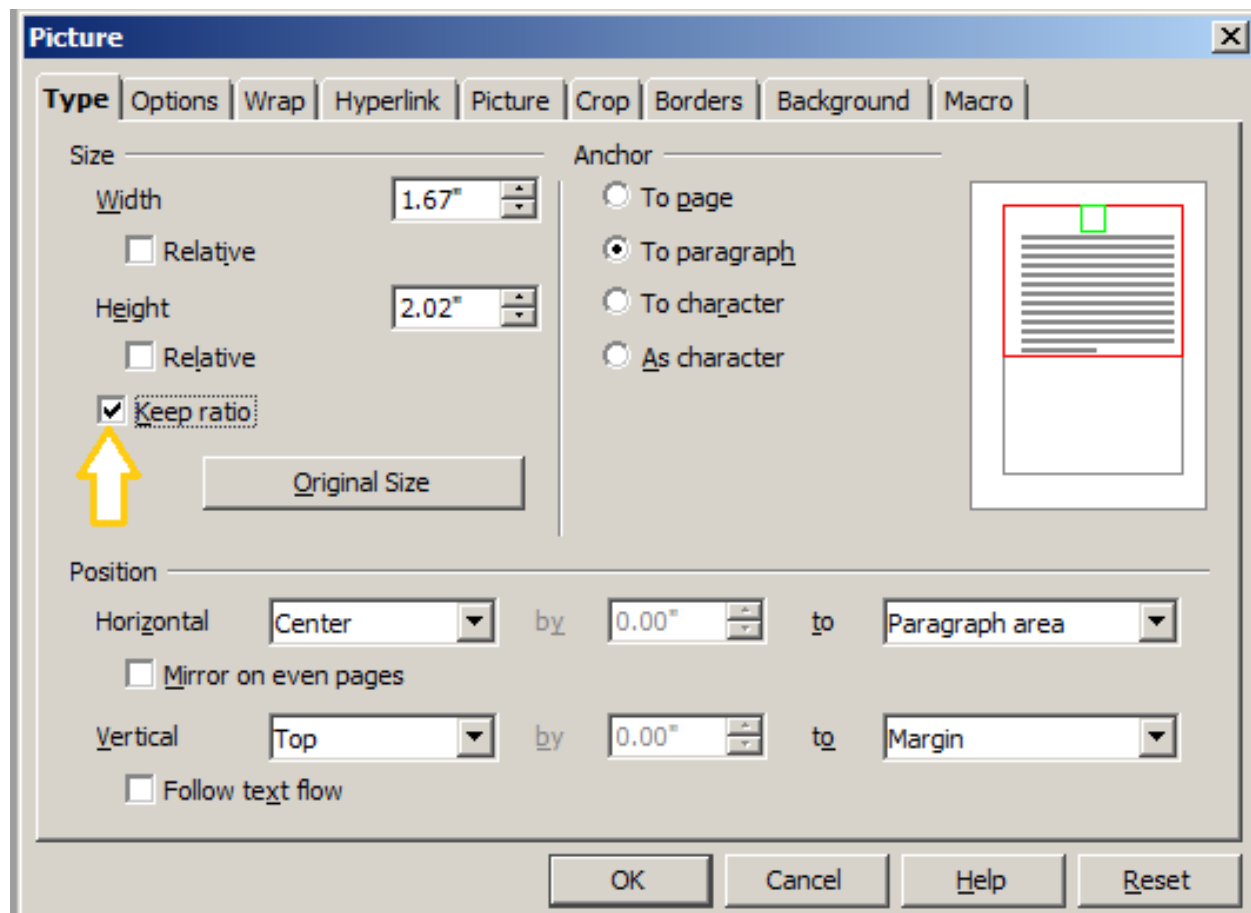
To enlarge it:
Right-click on the image while it's still in select mode and choose the



Picture command.

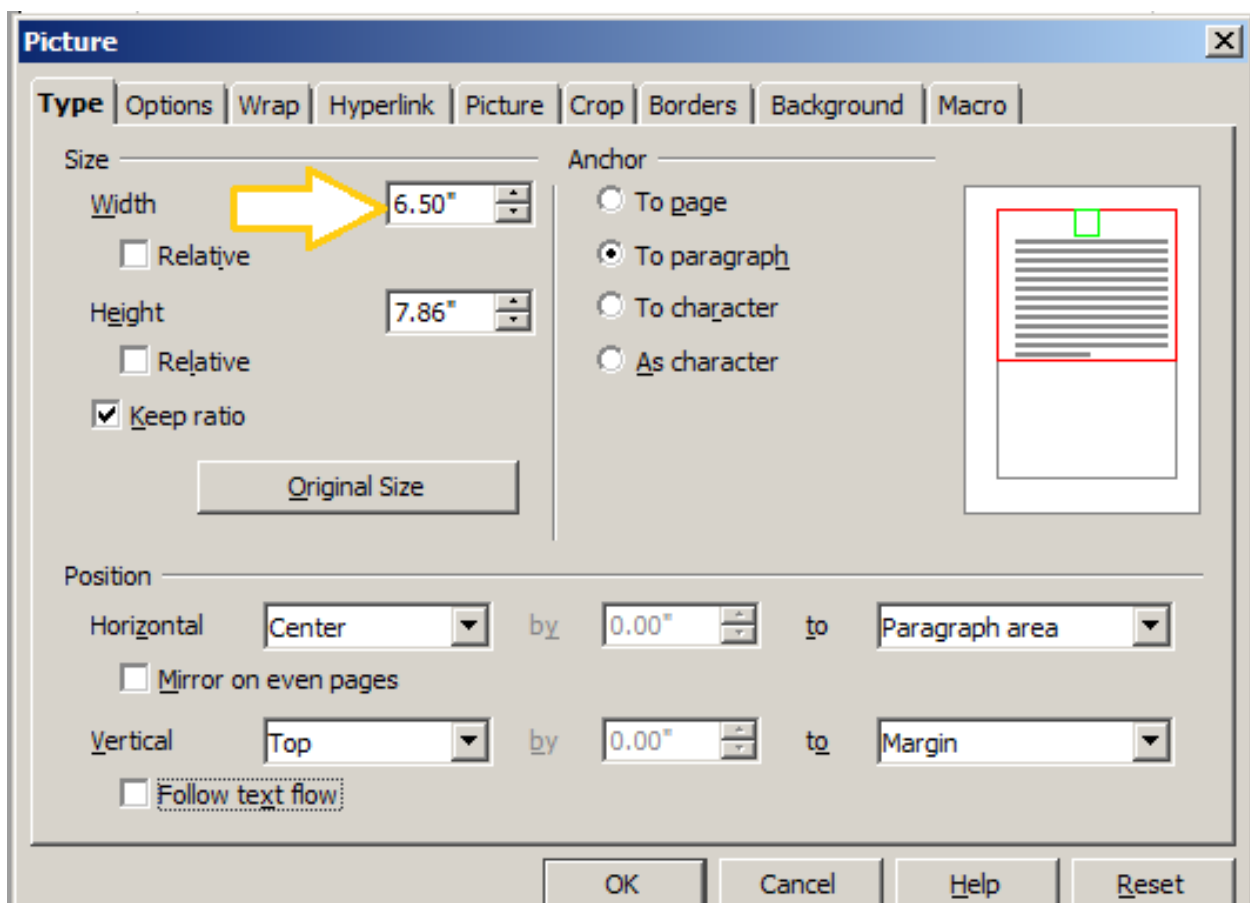
This will open up the Dialog box where we can adjust the image's properties.

First, check the Keep ratio box...

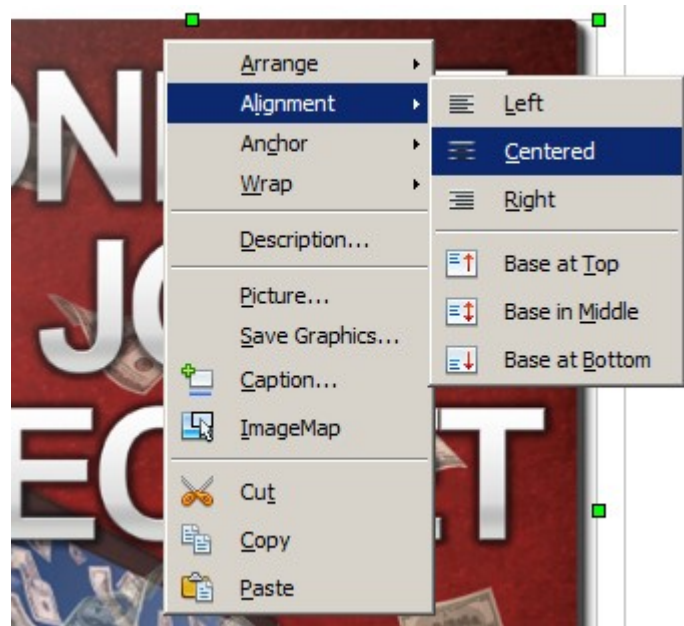


This will keep the image from becoming distorted after it's been re-sized.

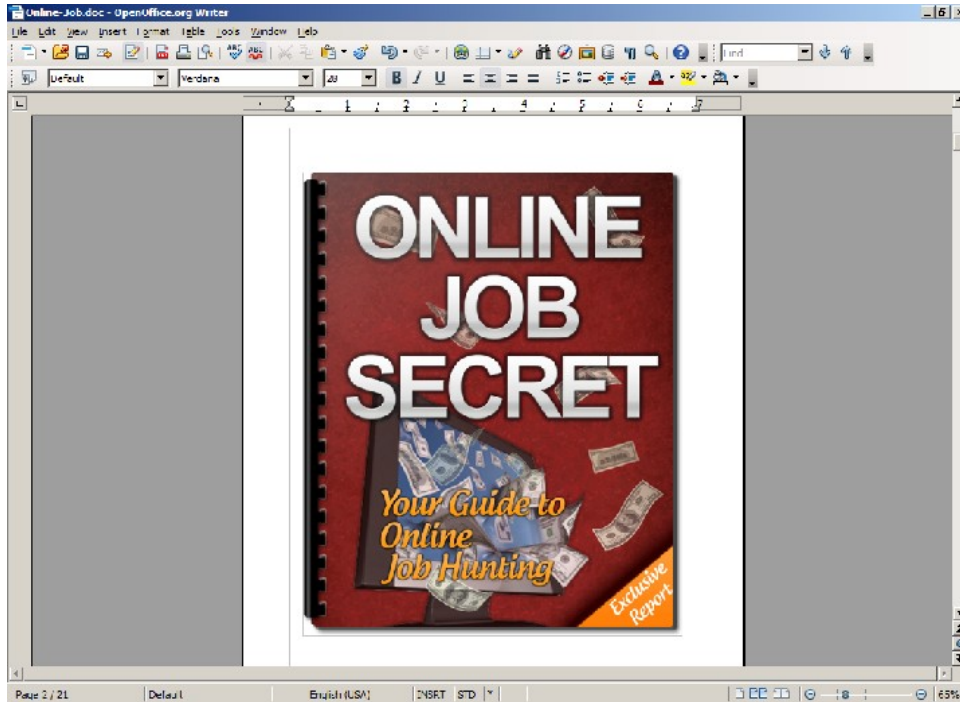
Next, we'll re-size it to 6.50" which will fit nicely on the page.



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.

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 car

Your approach and attitude towards work is very important. If you are not willing to show a professional attitude towards your job. You have to give time and effort to show professional behavior so that you can get a job. If you don't do so then sooner or later you will lose the job.

While working at home, you have to meet with the schedule and time. In short, you have to satisfy the requirements of the job. Working at home is considered as a rewarding job but you have to face some challenges.

You have to show pure dedication and hard work to be successful in your home based job.

Default Formatting

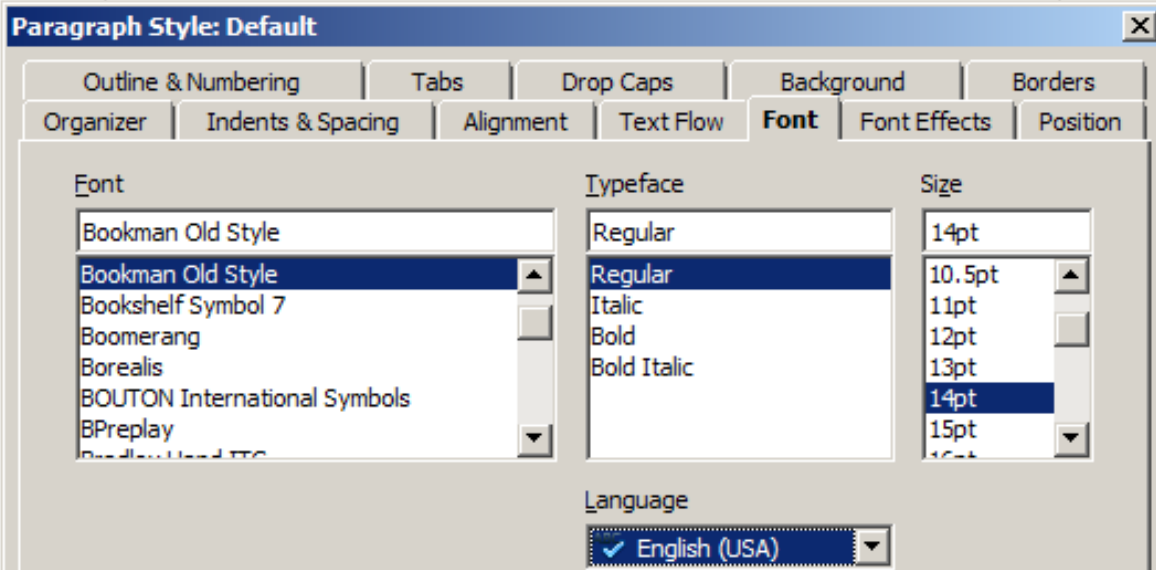
- Font
- Size
- Style
- Alignment
- Line Spacing
- Character...
- Paragraph...
- Page...
- Numbering/Bullets...
- Case/Characters
- Edit Paragraph Style...**
- Synonyms

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

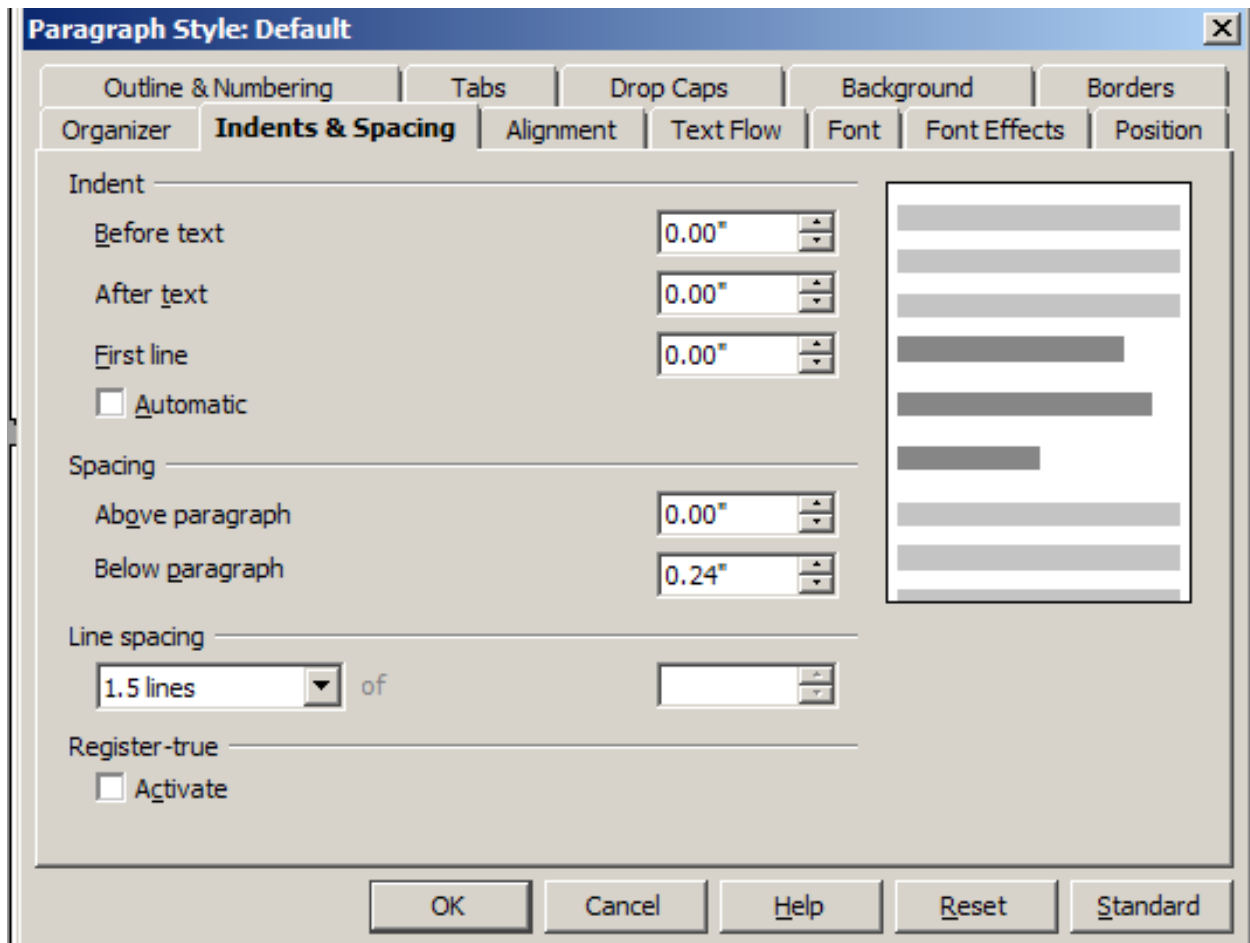
1. Choose the Font tab
2. Change to the desired Font
3. Select Typeface
4. Select the Font Size

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.



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”.

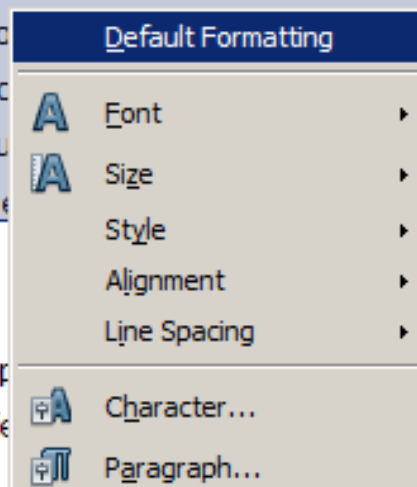


Now that our default formatting is set, we can simply scroll through the document, highlighting the text we wish to change, right-click, and select: Default Formatting.

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 work. You don't have to confuse that how to manage your schedule, your own style and you can perform your task efficiently and effectively.

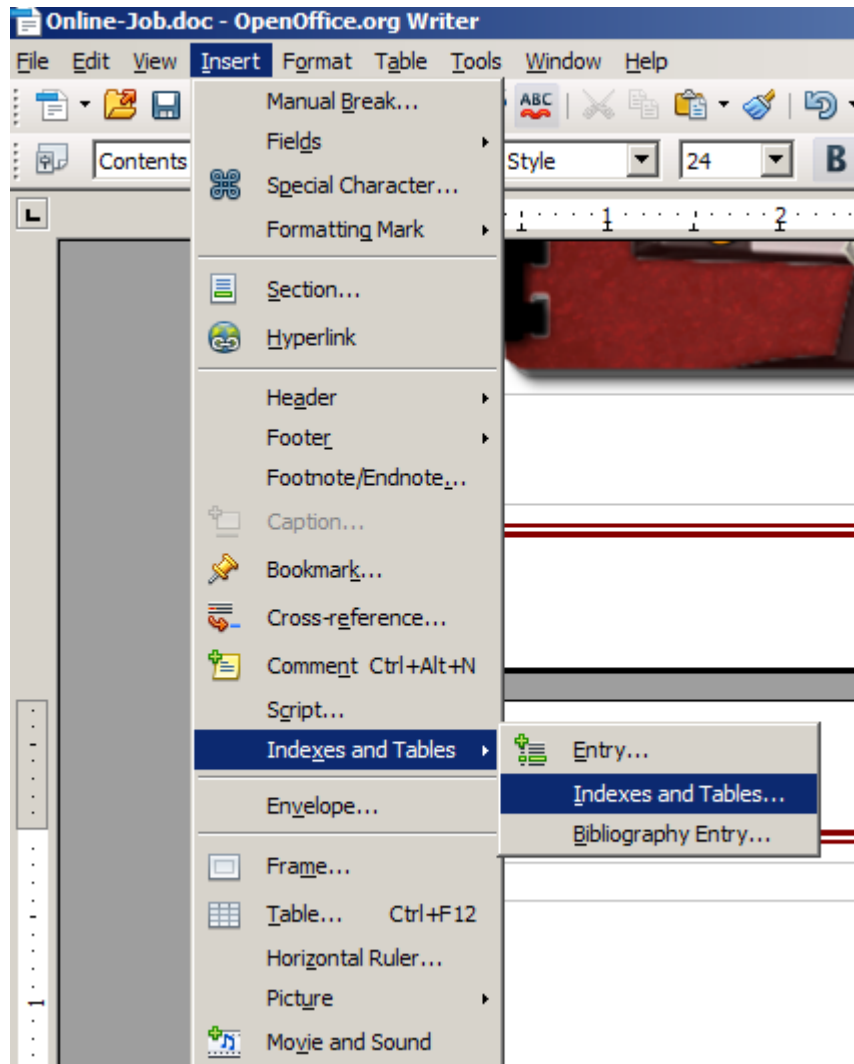
Available Online Options

There are number of available options for you. You can choose any of them probably the one that you feel comfortable with.



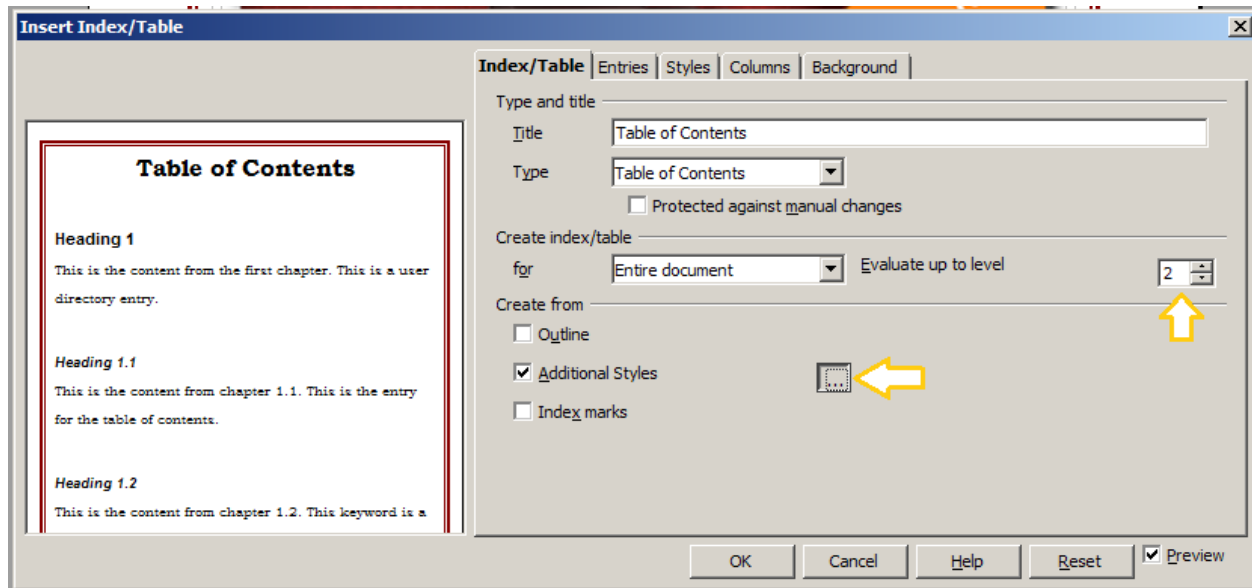
The bolded text we'll leave for the next step because we'll use these as our Chapter Headings
Adding a Table of Contents

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



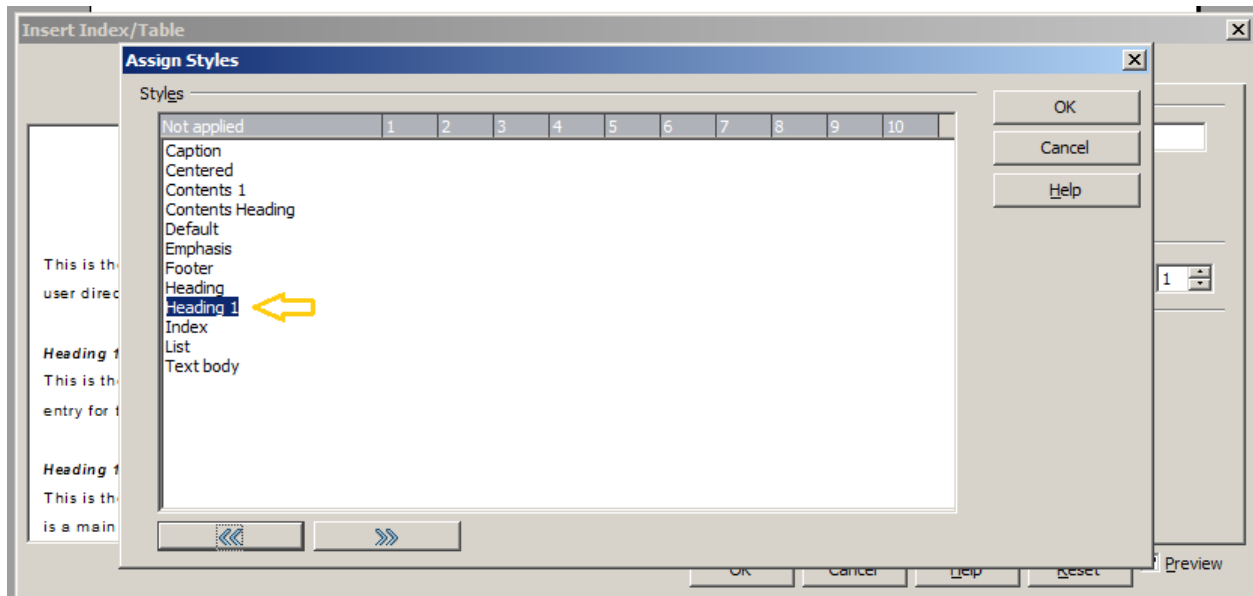
This will bring up the Insert Index/Table dialog box...

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.

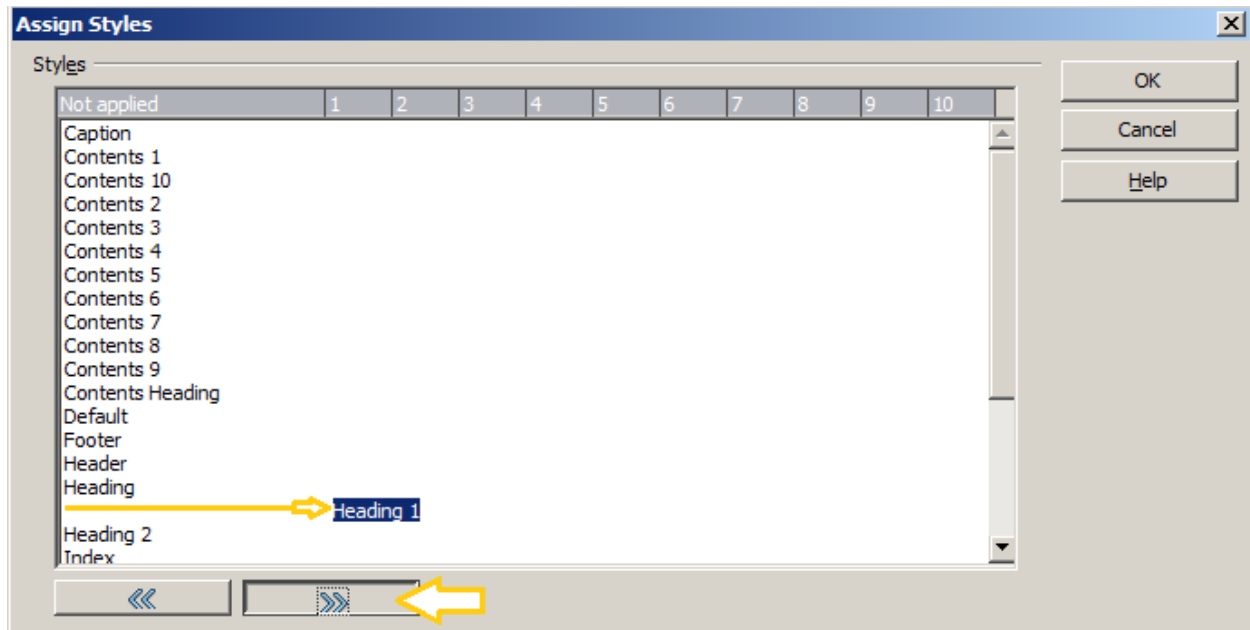


This will open the Assign Styles dialog box...

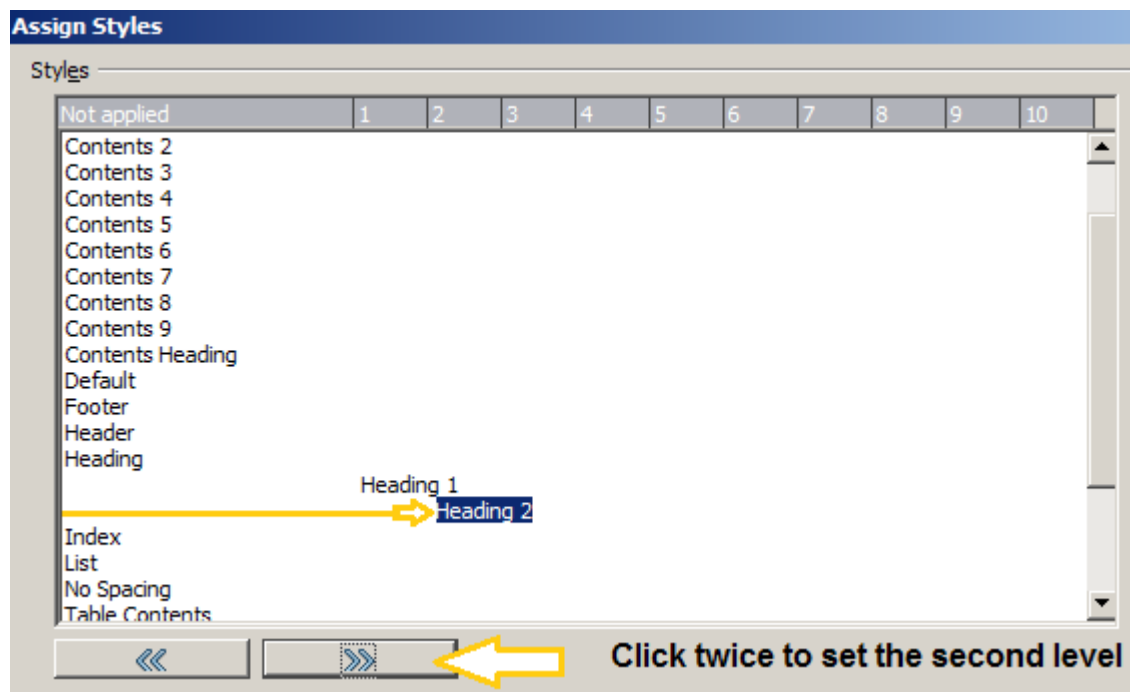
Select Heading 1 from the list beneath the Not Applied column...



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

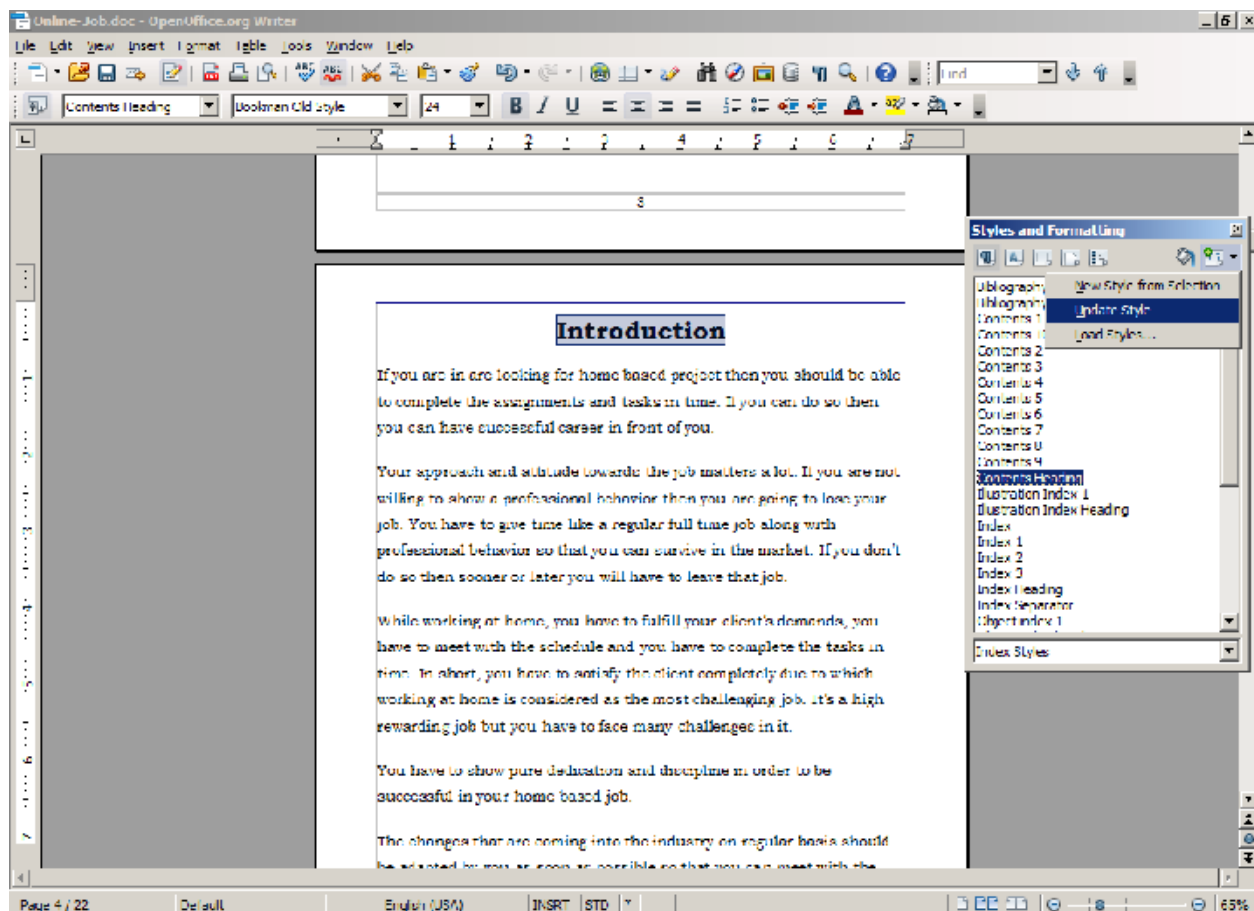


Click the >> button twice to set Heading 2 as the second level for indexing...

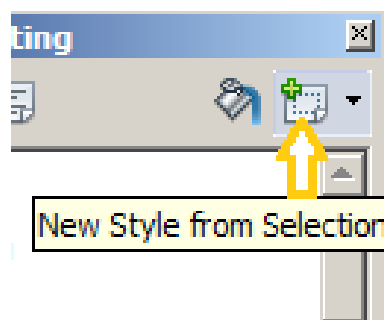


Now, we're ready to set up the Heading Styles and the formatting to be evaluated by the auto-indexer...

Setting the Heading Styles

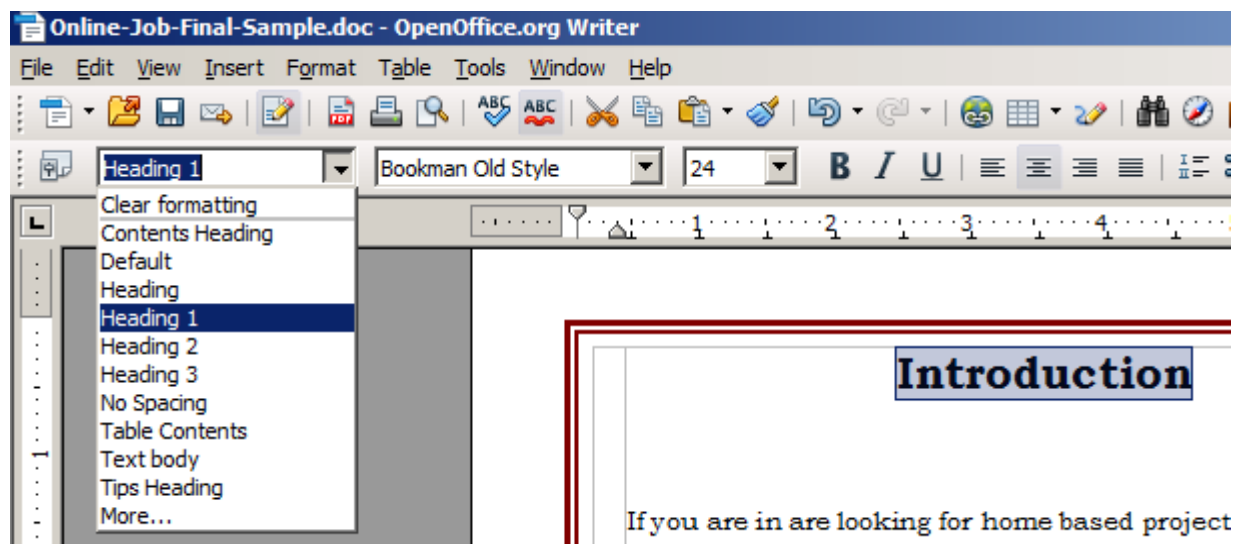


To the right is a close-up for a better view of the Styles and Formatting dialog box.

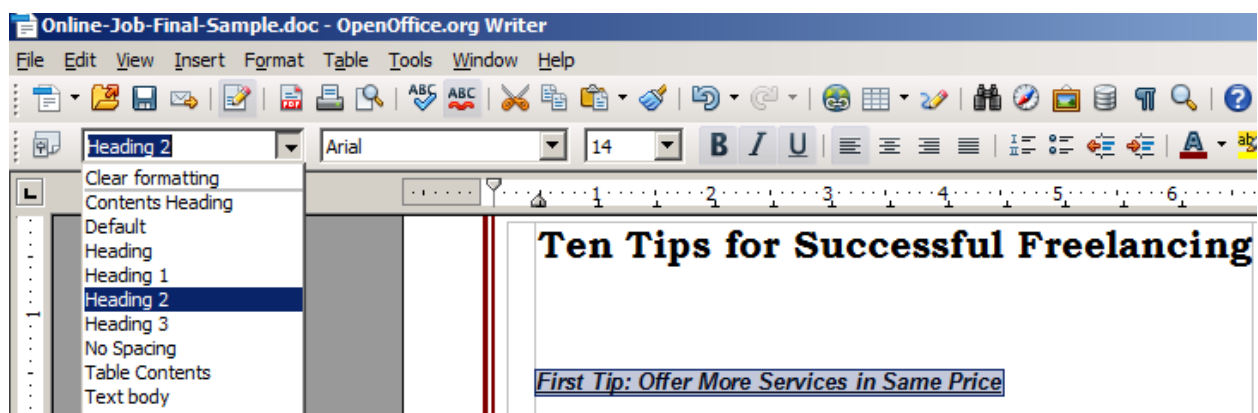


Then, simply scroll through the document, highlight the text to

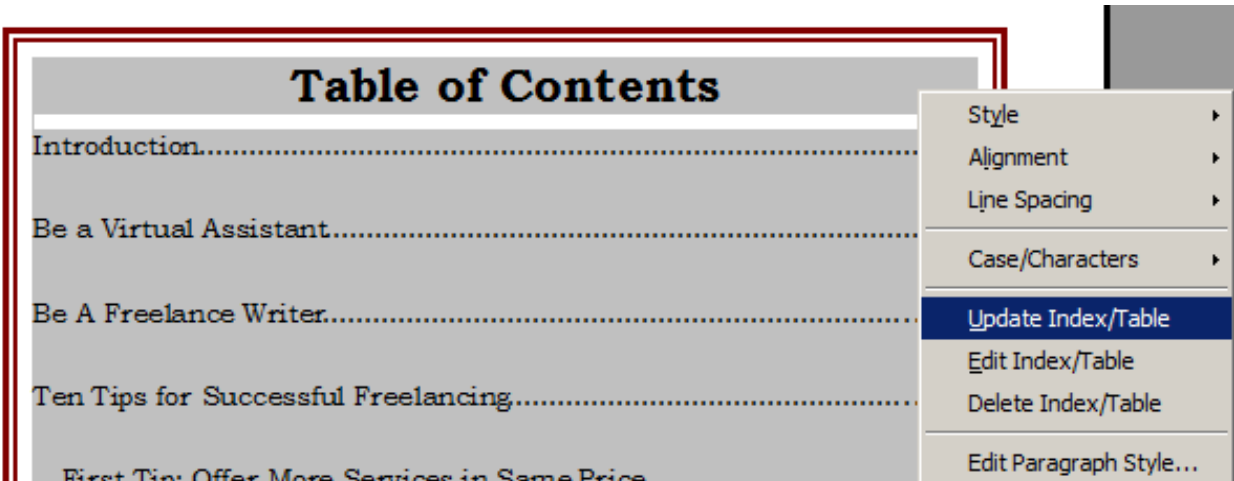
be indexed, and set the formatting from the drop-down box.



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



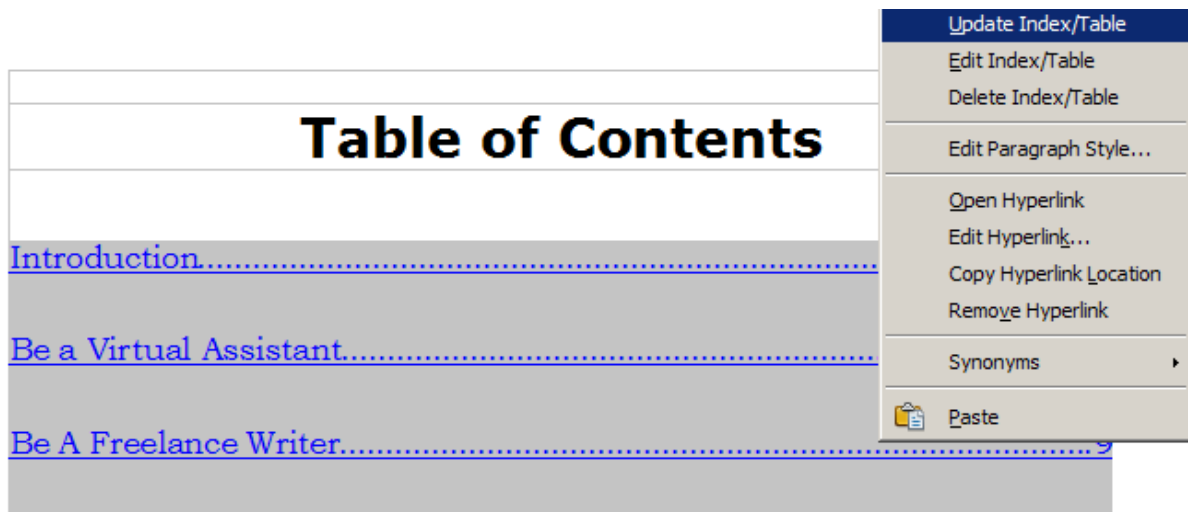
Once all Headings are properly formatted, go back and update the Table of contents.



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...

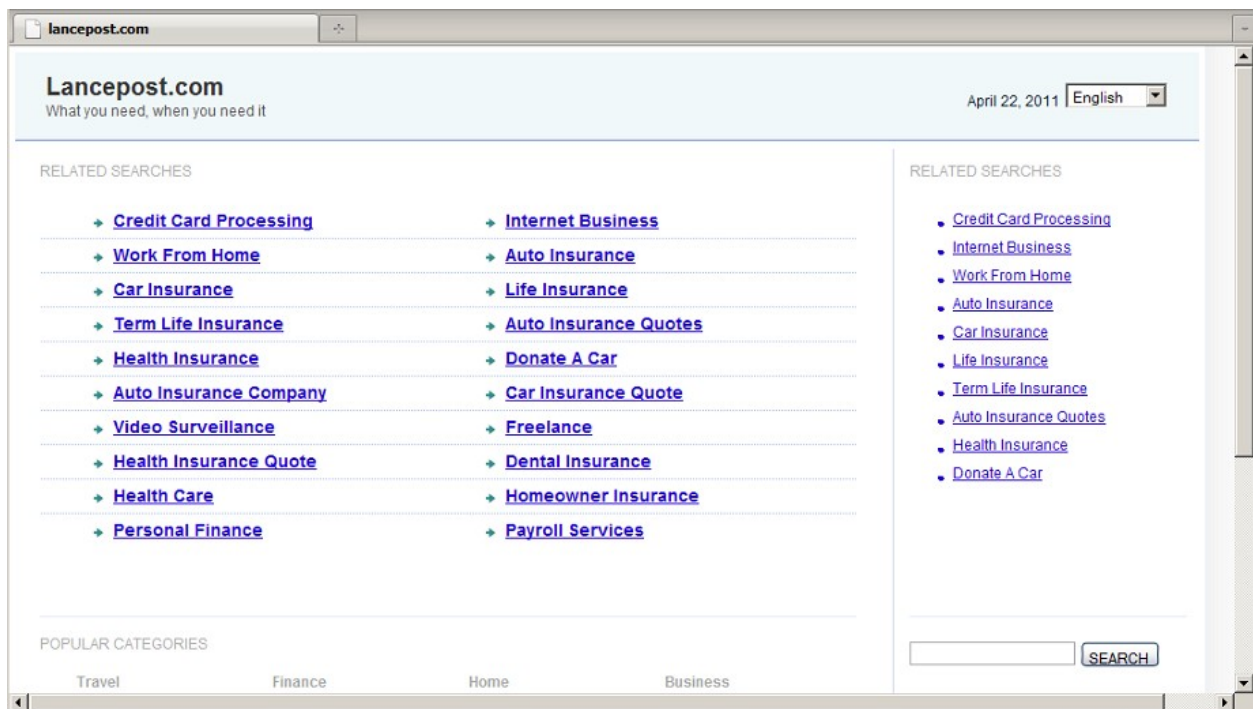
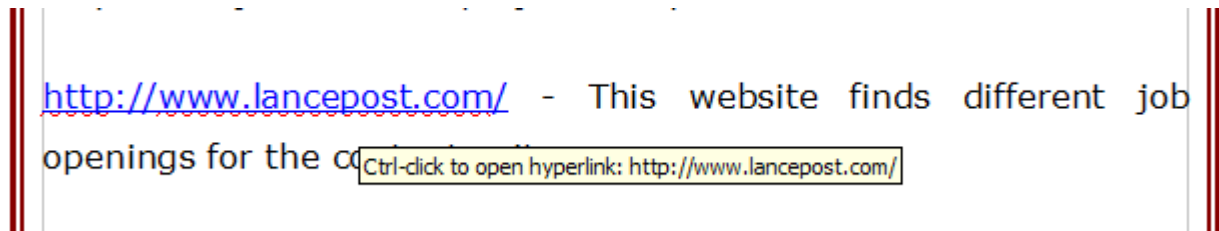
To make the final update, right-click and choose Update Index/Table...



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....

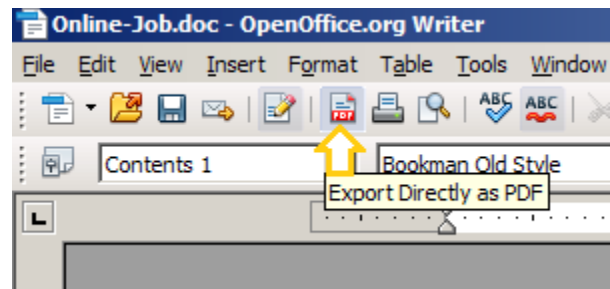


All such non-working links will be removed

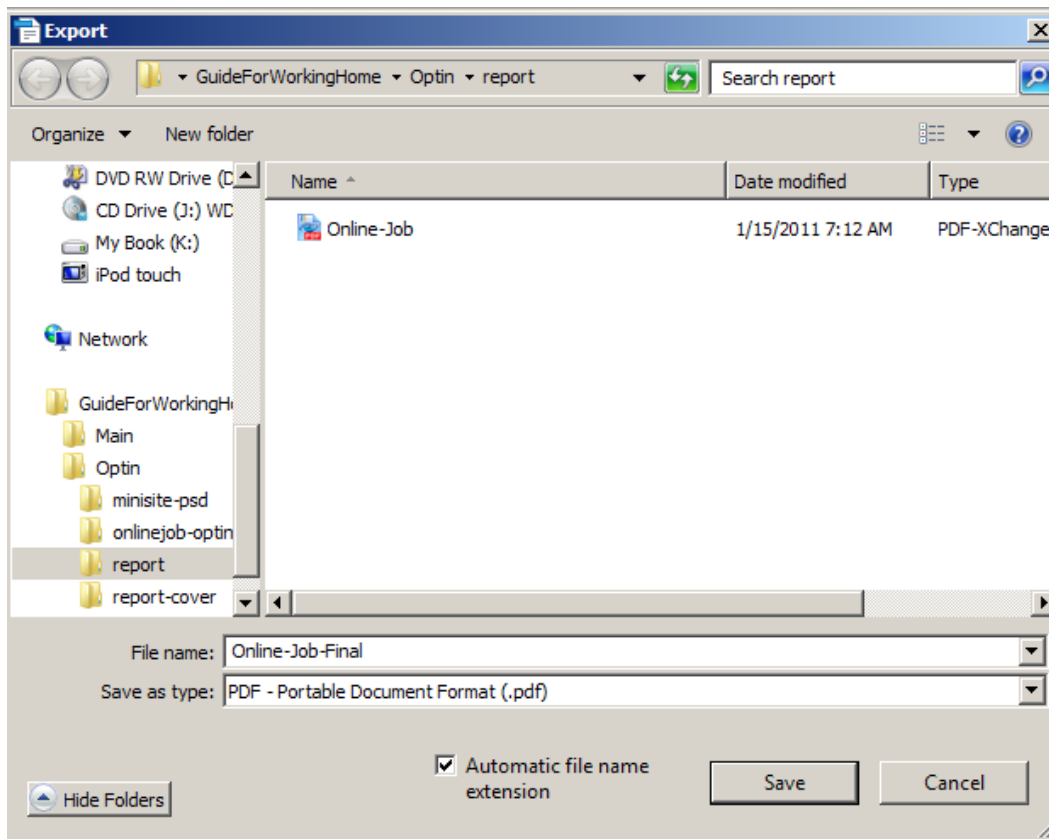
Each link should be tested to avoid unnecessary frustration for your customers, or a loss of leads and income for you!

Converting the Document to a PDF

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



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

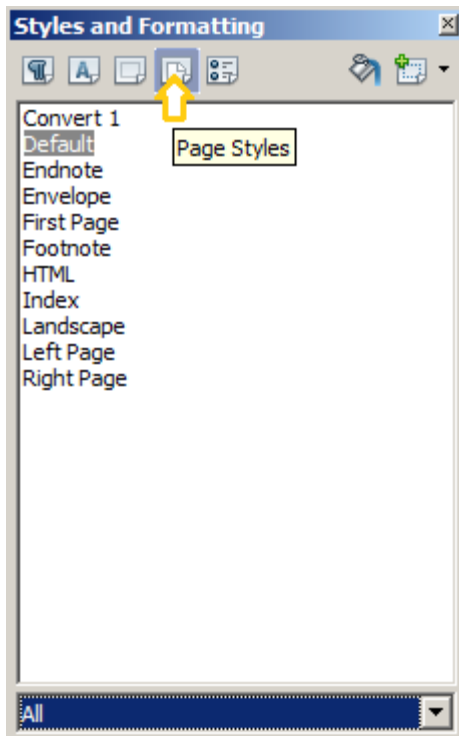
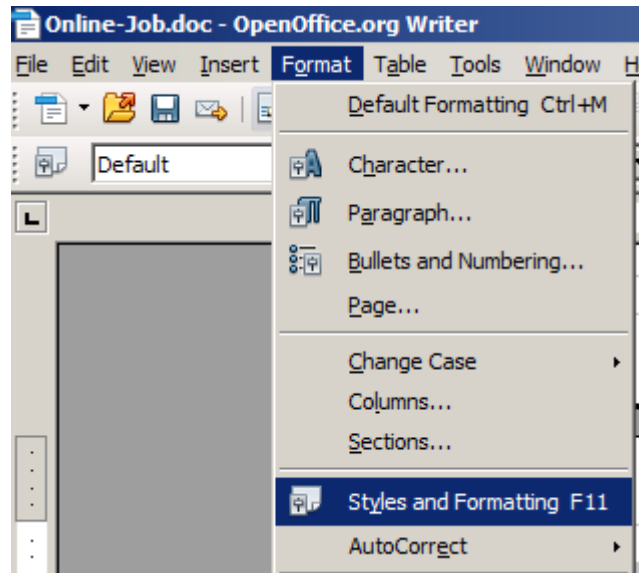


Once the new PDF is saved, open it up in your viewer to check that the formatting remained intact, and that all hyperlinks are functioning properly.

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.

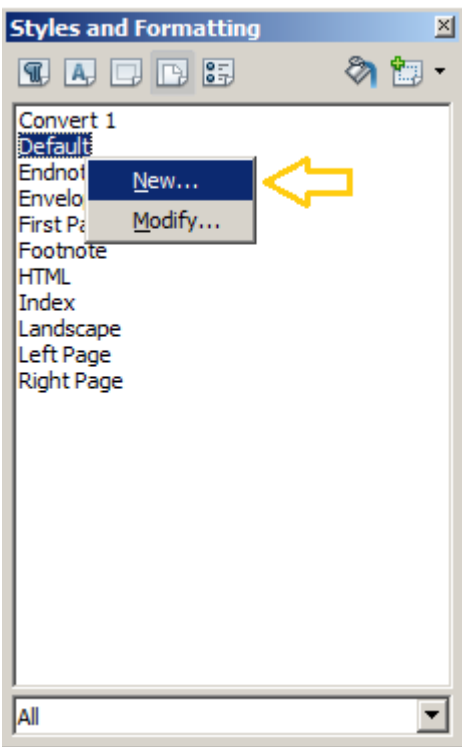
To begin, go to Format => Styles and Formatting...



This will bring up the dialog box.

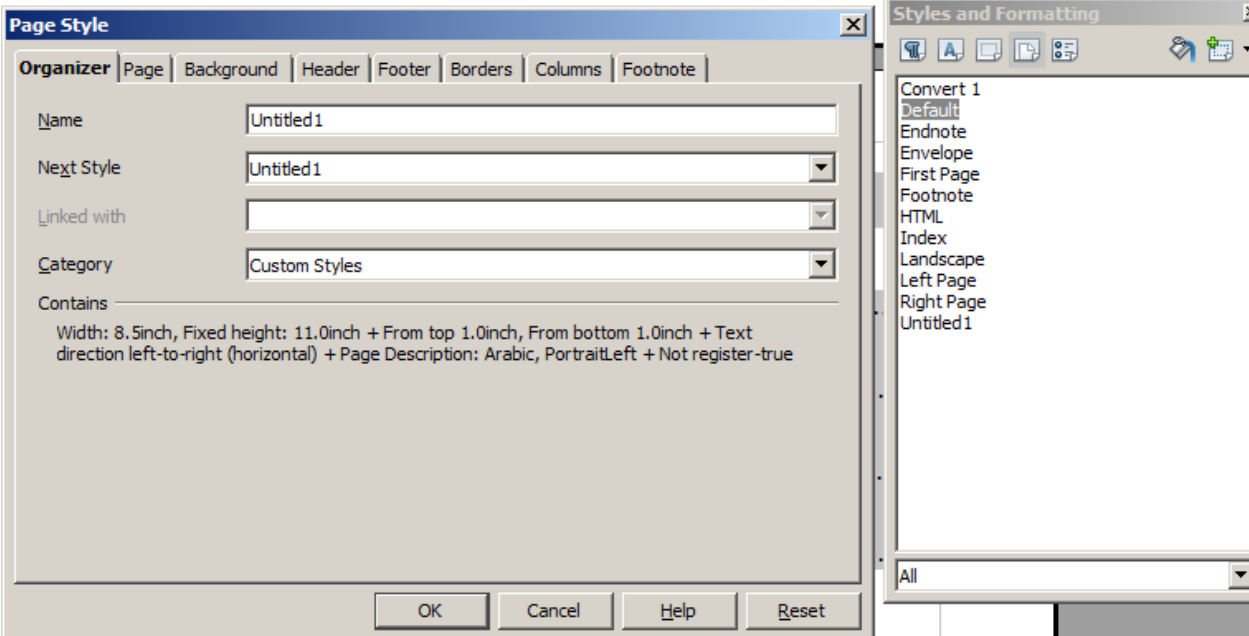
Select the Page Styles button from the top row.

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



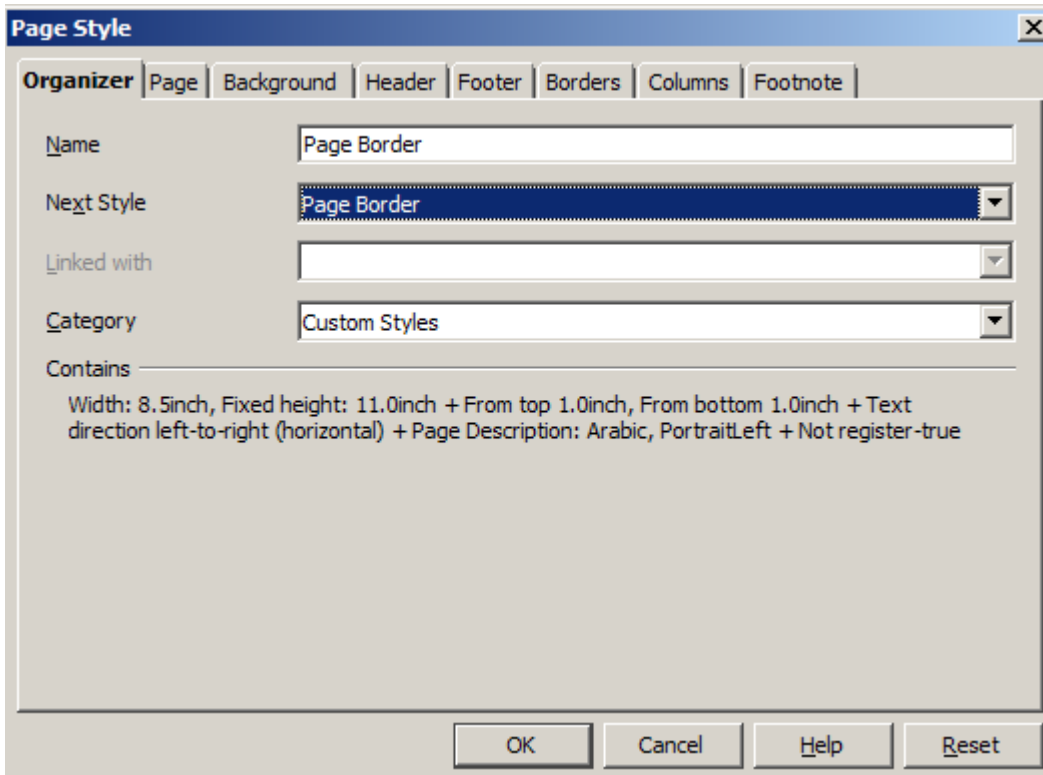
Select Default from the list,
right-click, and select New...

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



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

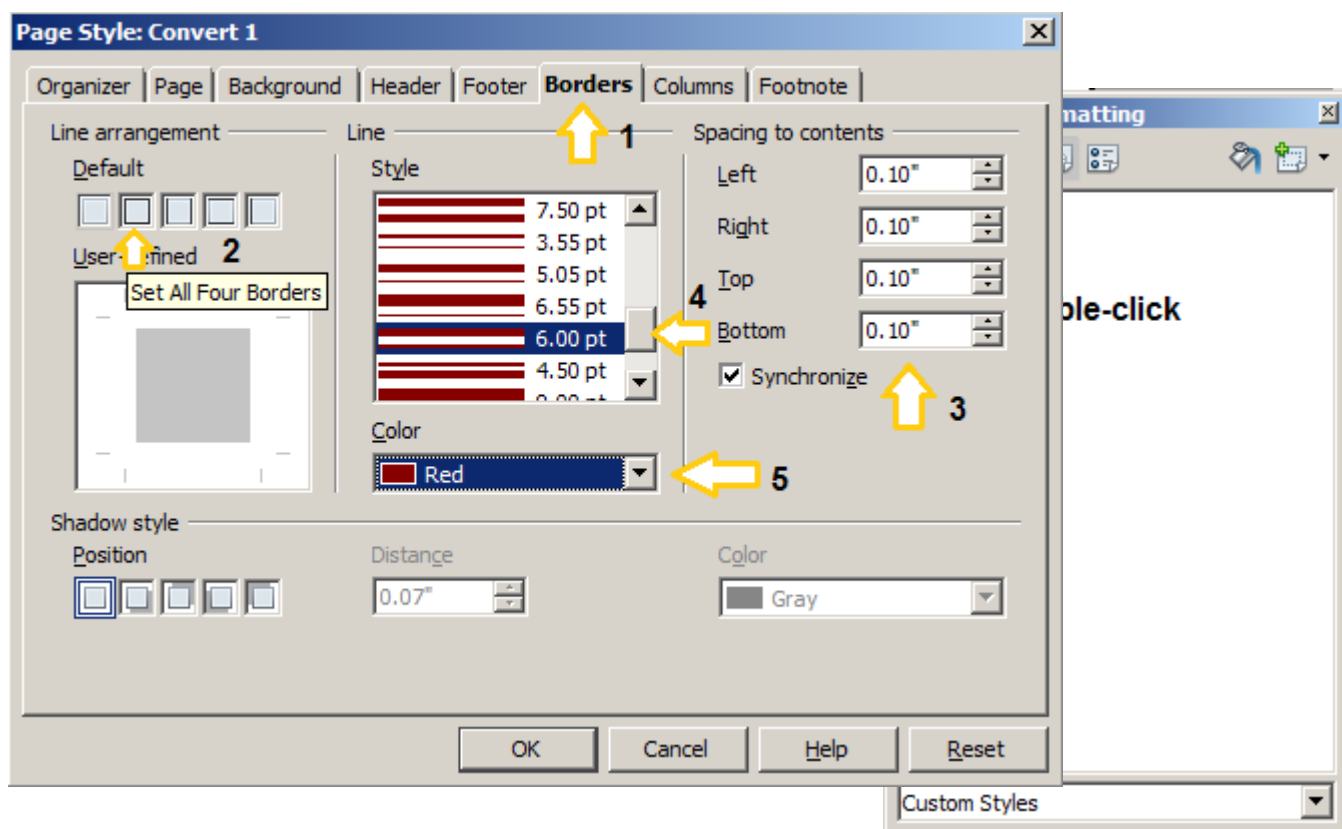
Rename from Untitled1 to Page Border. This will add it to the available styles for Next Style, which is what you'll select.



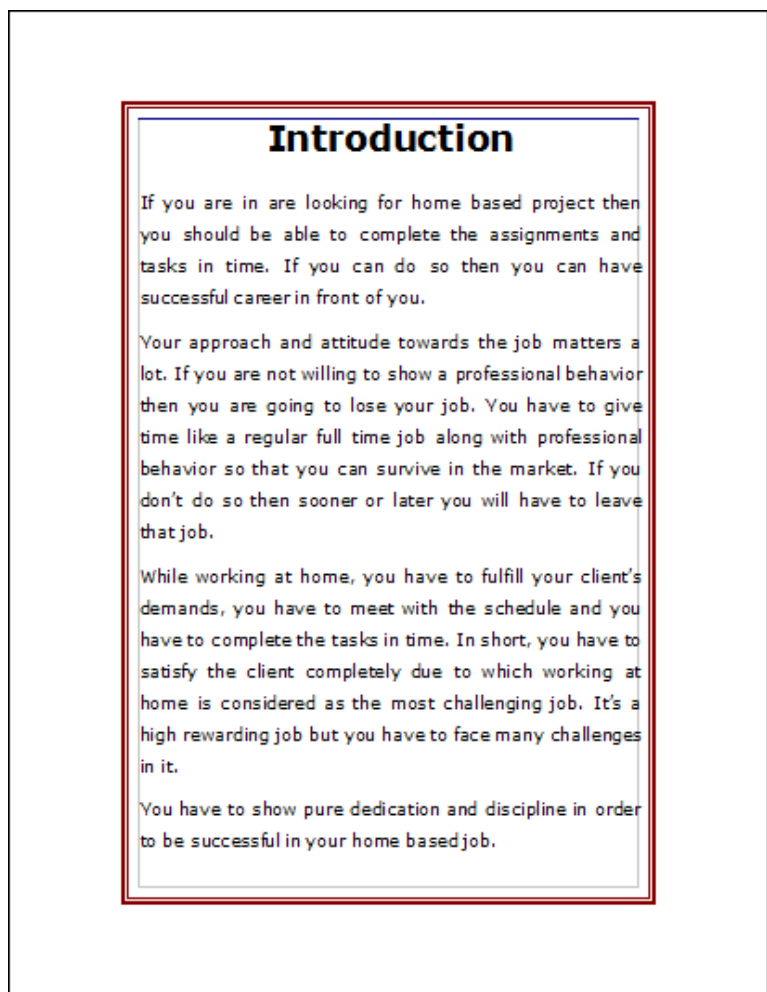
Next we'll set the border style for the document...

- 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...



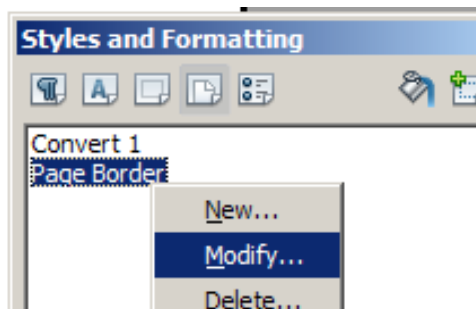
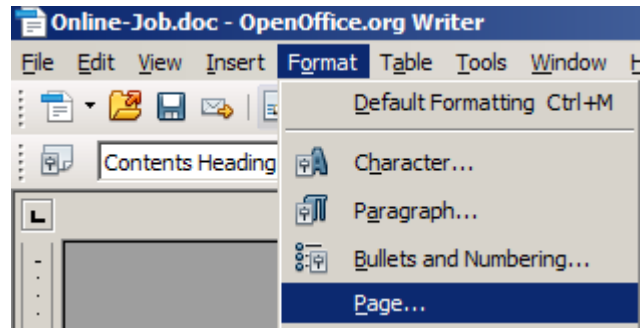
Then, click inside of any page of the document and double-click the new Page Border style to apply.



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...



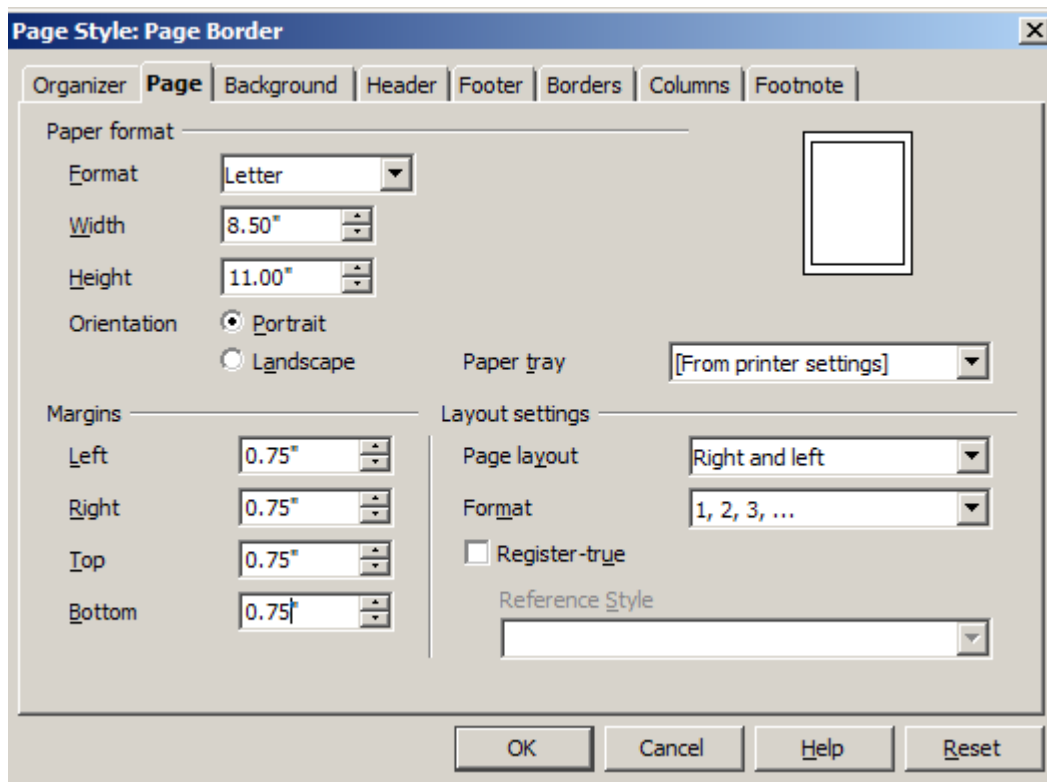
This will bring up the Page Styles dialog box.

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

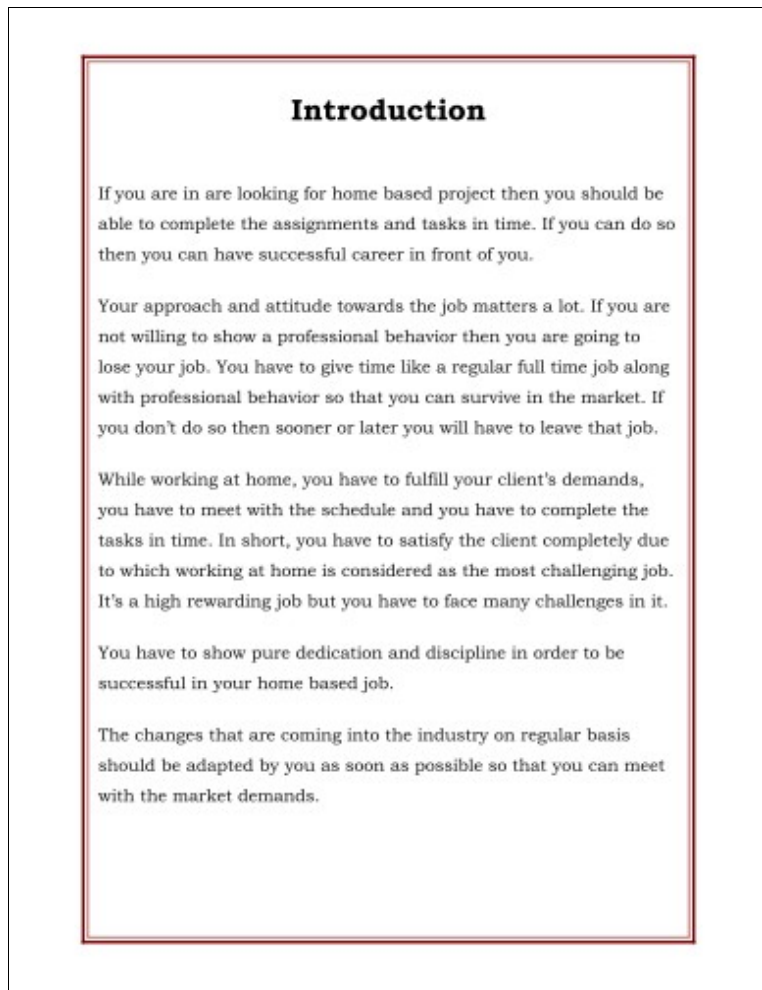
When the Dialog box opens, the Page modification area should already appear. If not, select the Page tab from the top row.

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.



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



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.

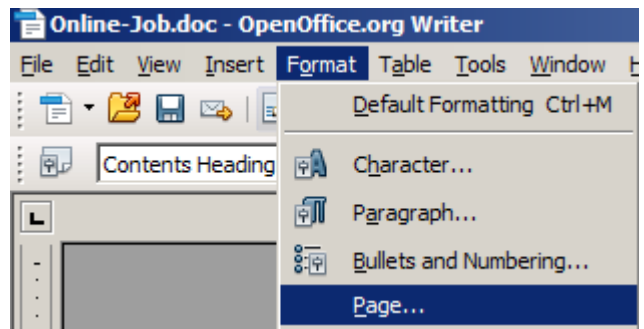
You have to show pure dedication and discipline in order to be successful in your home based job.

The changes that are coming into the industry on regular basis should be adapted by you as soon as possible so that you can meet with the market demands.

Now, for some more advanced options...

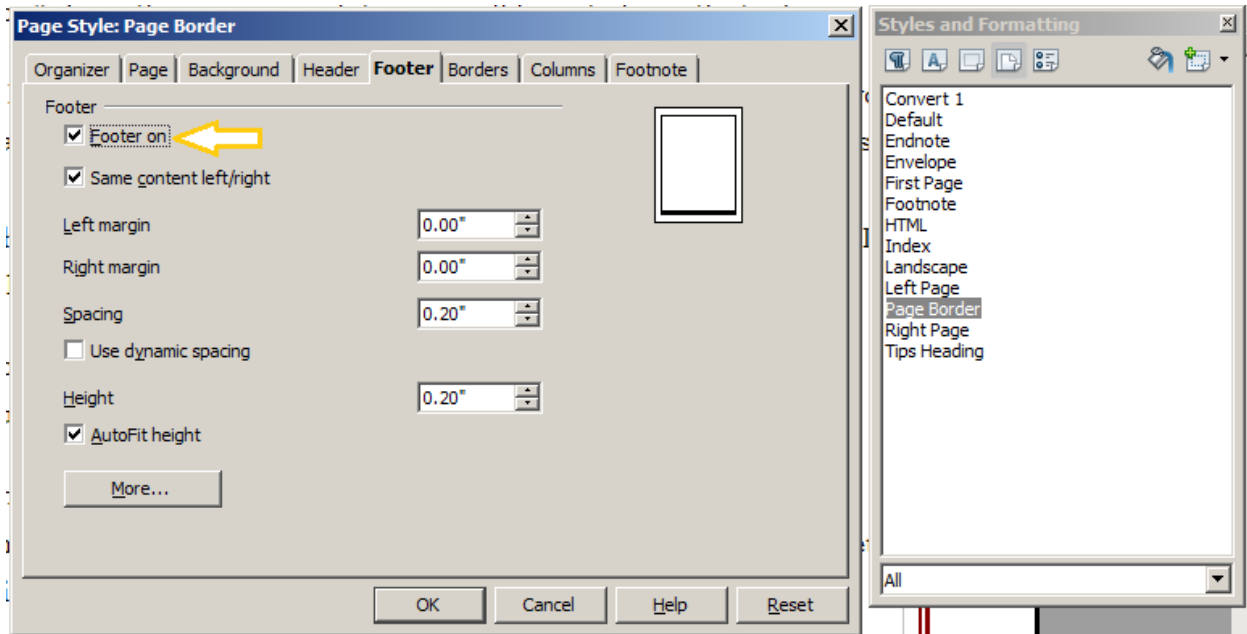
Adding a Footer to a Page with a Border

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



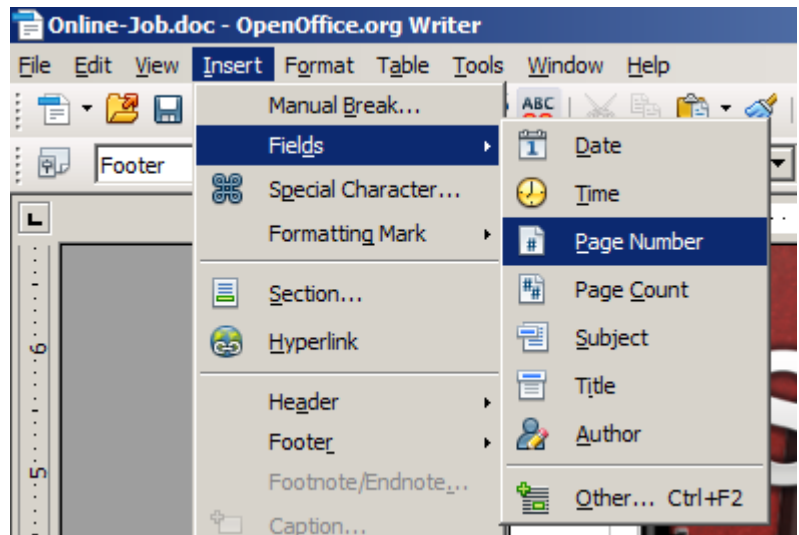
Right-click => Modify...

Then, check the Footer on box...



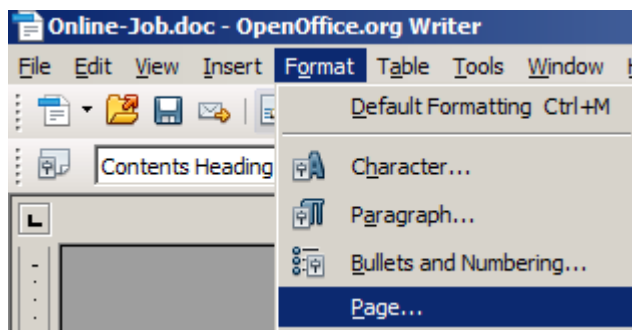
...and click **OK** to close the box.

Now, we'll insert the Page Number Field and center it; or align it to the left or right if you prefer.

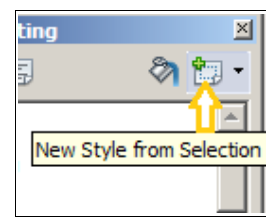


Since we don't want page numbers showing on certain pages such as the Title, or cover pages, we'll need to set a separate page style for these...

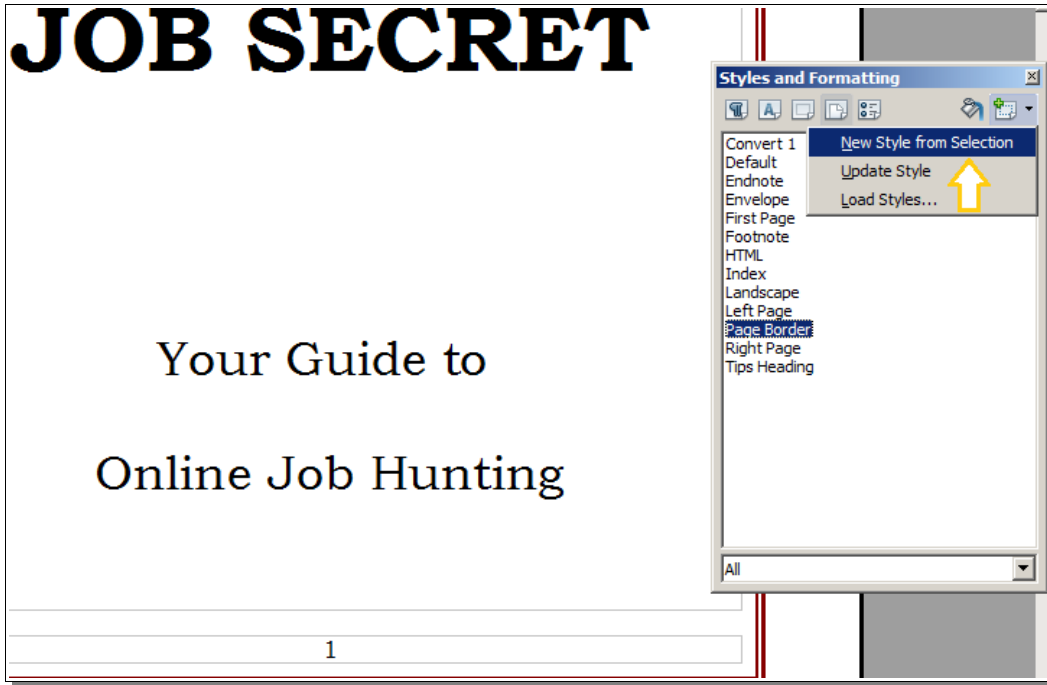
Again, bring up the Page Styles Dialog box...



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

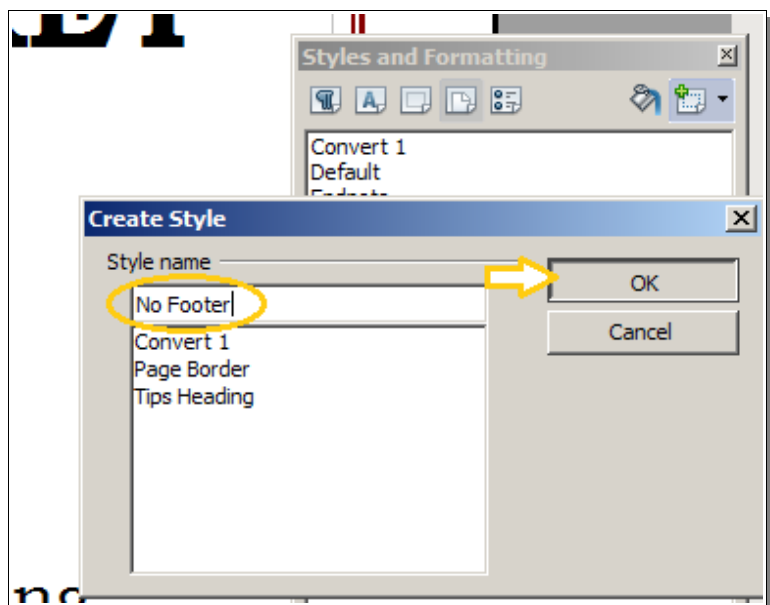


Select New Style from Selection in the drop-down menu...



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

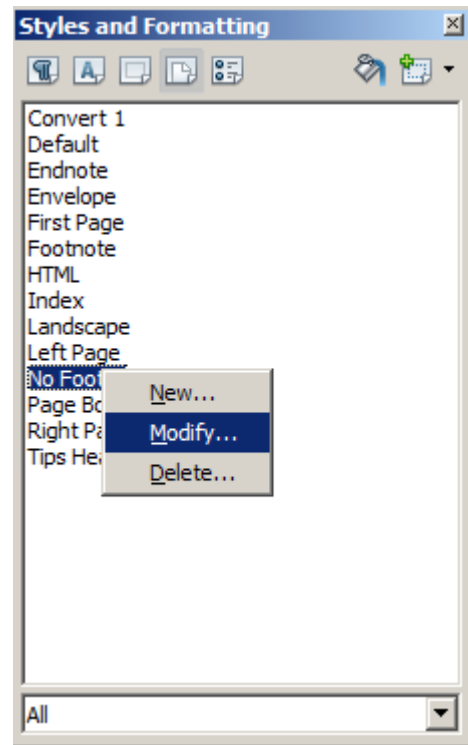
No Footer perhaps is a suitable name.



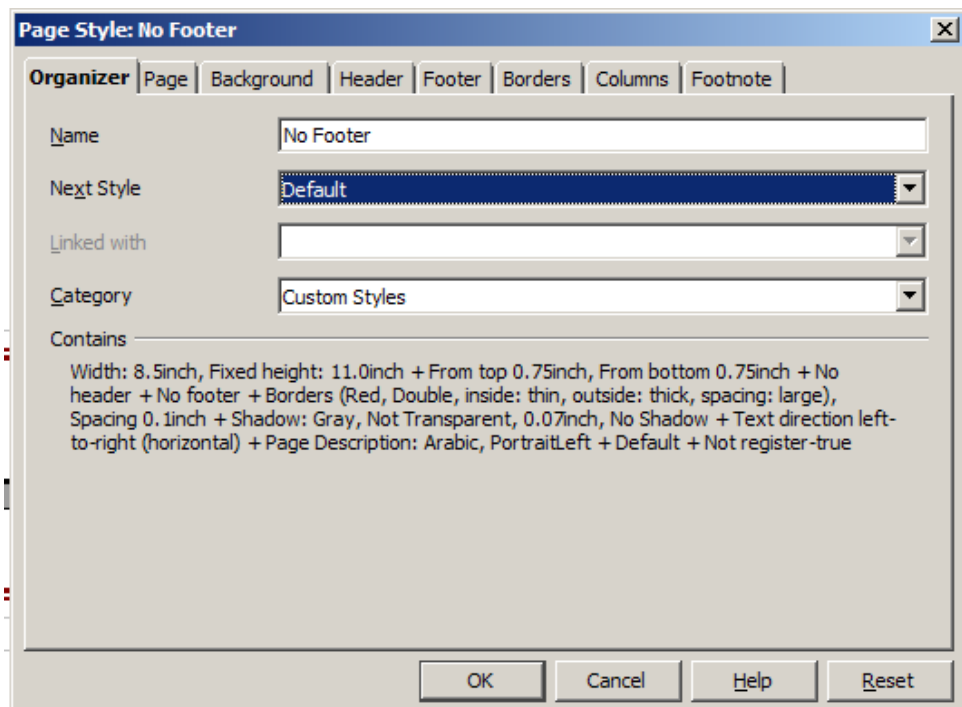
Then click OK to close the box and create the new style.

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

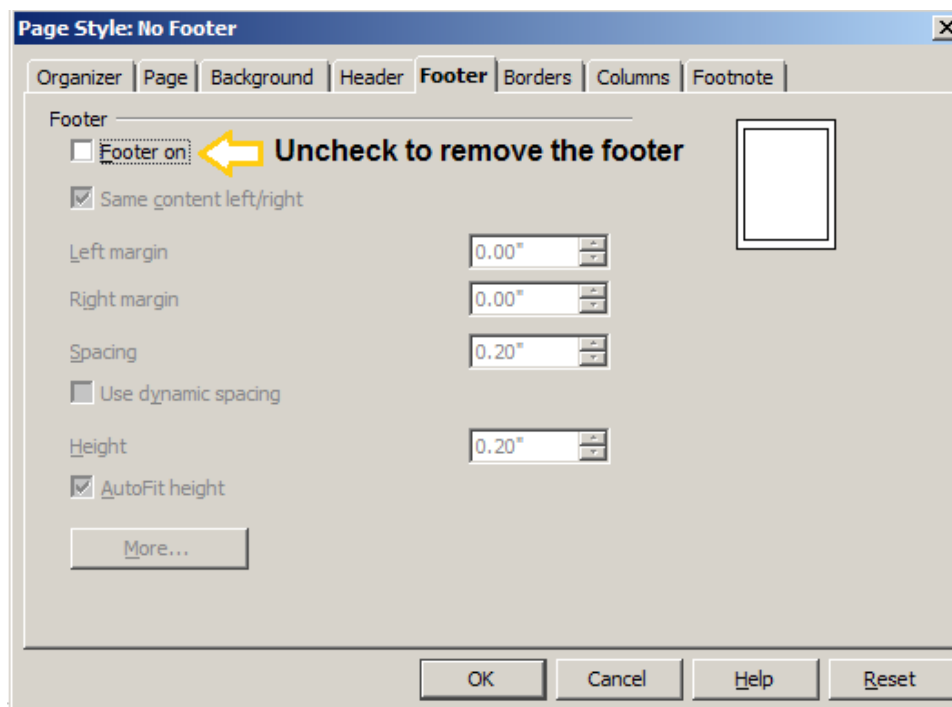
Right-click => Modify...



This will open the dialog box...



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



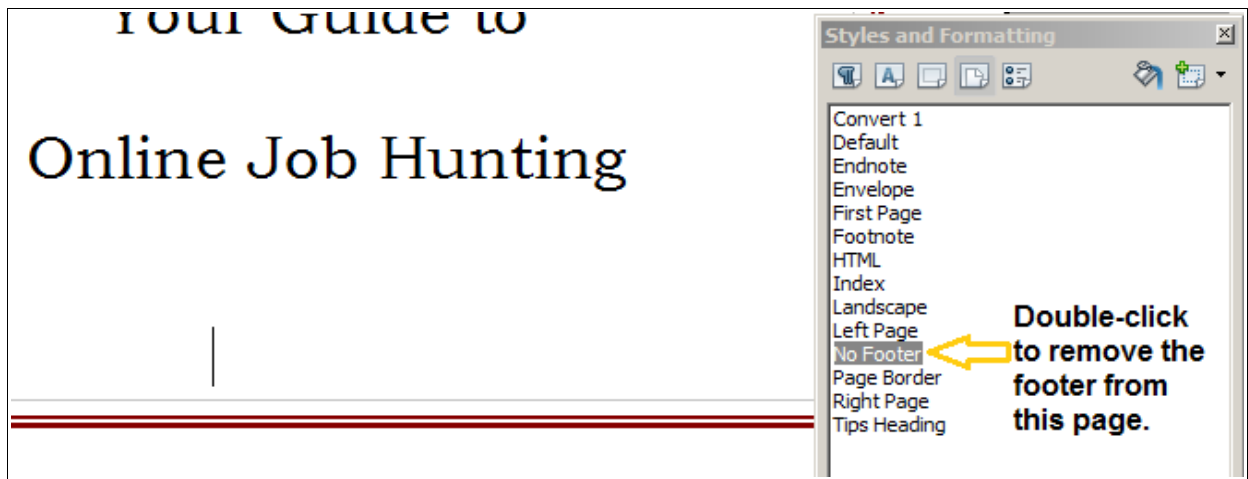
Setting a Page to Not Show the Footer

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

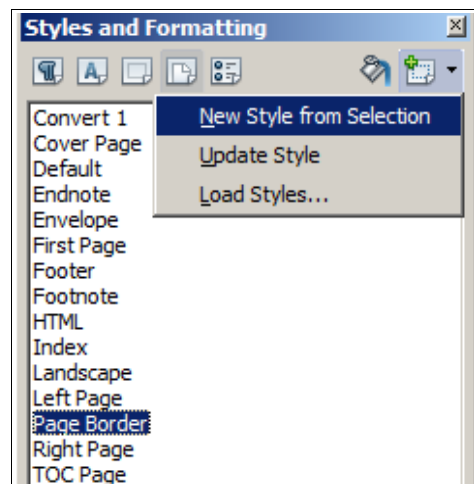
menu.

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.

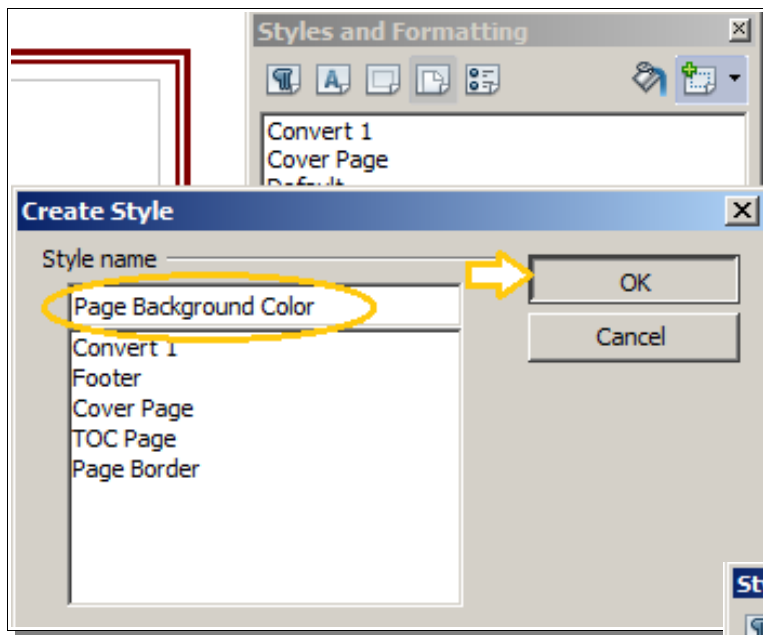


Setting the Page Background Color

We'll set a new style based on the existing Page Border



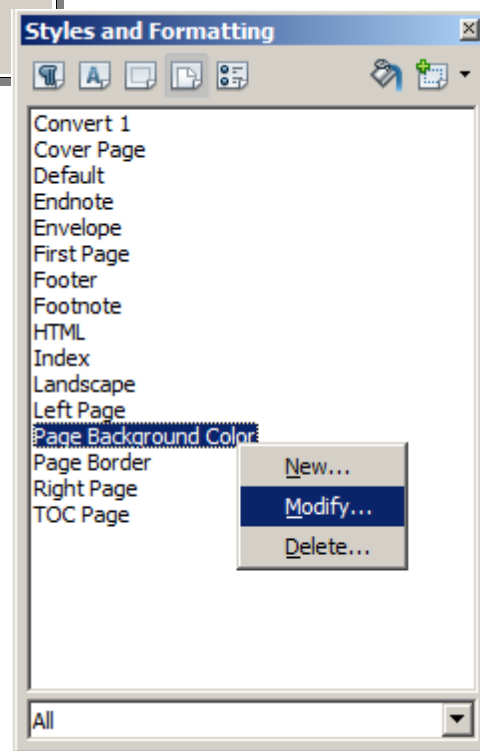
style created earlier.



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

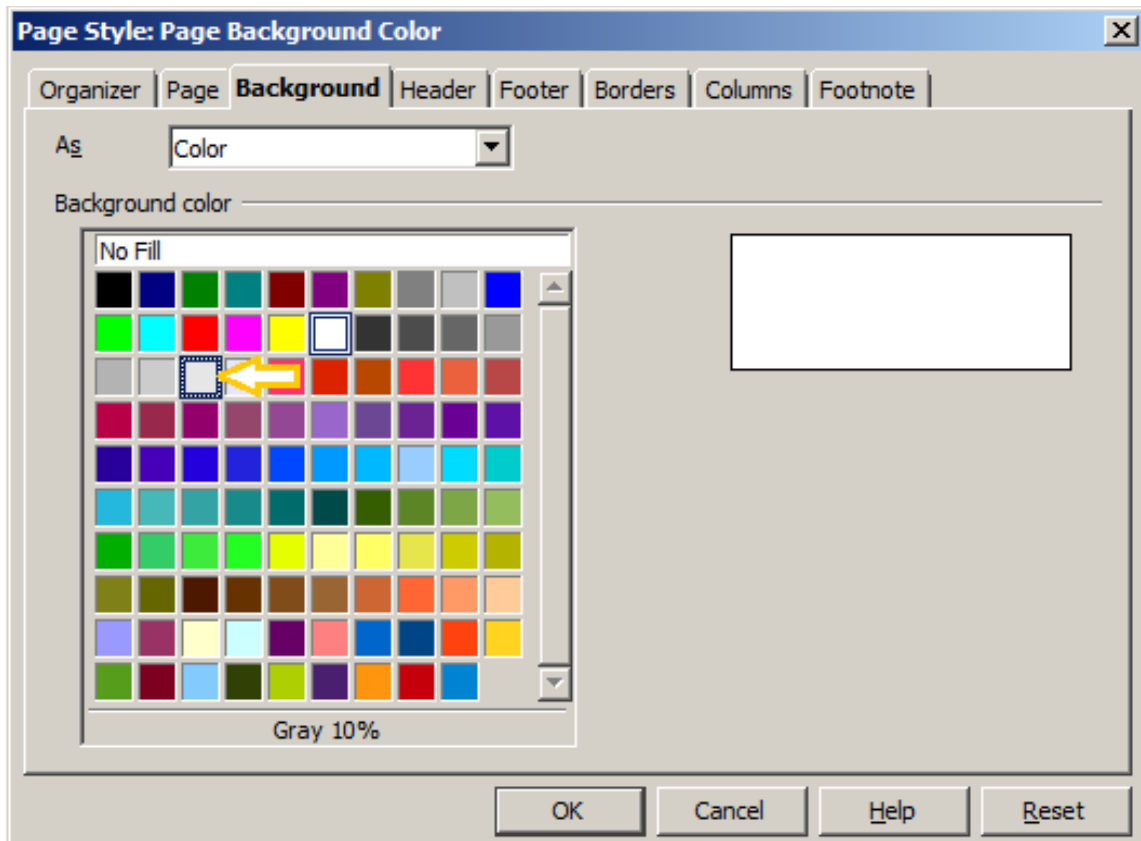
Click OK to close the box and add the new style to the list.

Right-click => Modify...

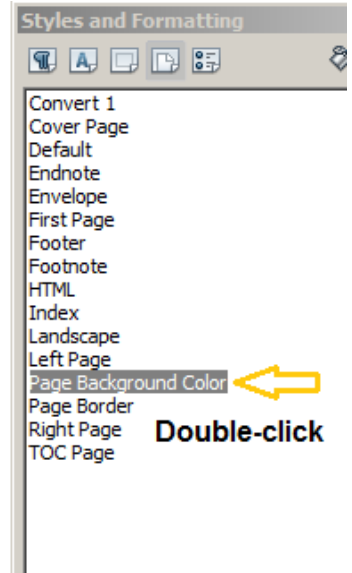
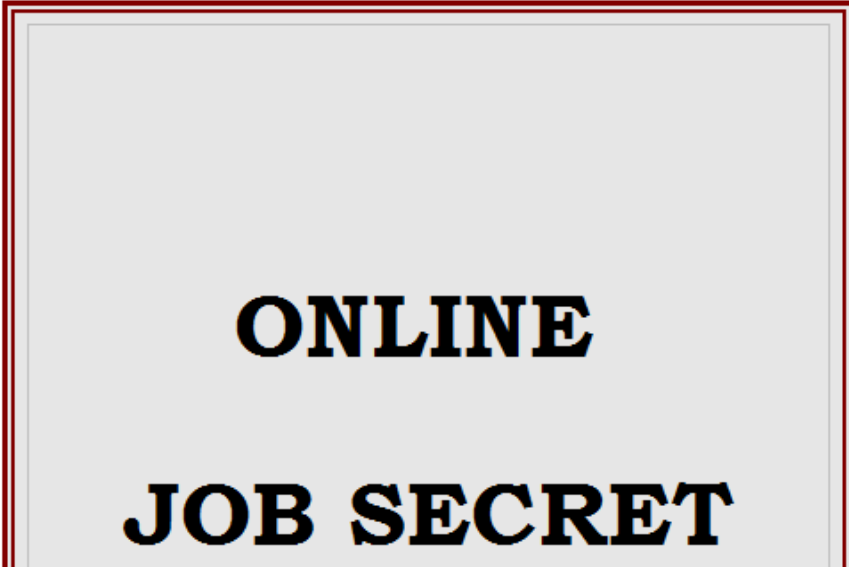


Select and click the
Background tab.

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...



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.

