How to produce your book with the Romance Template for LibreOffice.

Preliminaries

- Make two (or more) copies of Romance_LibreOffice.odt
- Rename one for your very own personal book: <my book>.odt
- Be sure you have the fonts:
    - EB Garamond 12 – https://fontlibrary.org/en/font/eb-garamond
    - Honey Script – http://www.1001fonts.com/honey-script-font.html
    - Cardo – https://www.fontsquirrel.com/fonts/cardo
- Open <my book>.odt in Libre Office

Front Matter

- You should be able to just replace the text I have in the file.
- If your text doesn't fit, expand the text frames to suit yourself.
- Delete the parts you don't want, perhaps "blurbs" or "other books by you".

Chapters One and Two

- You should be able to replace the titles of the chapters in their frames and paste your text into Lorem ipsum parts of my text.
- There are three paragraph styles: paragraph indent, paragraph no indent and paragraph drop caps.
- Use the no indent or the drops styles right after the chapter title.
- Use the paragraph indent style for the rest.

Extra Chapters

- If paragraph two ends on an even numbered page then the start of the next chapter needs to be the facing page.
- Insert Manual Break – Page Break – choose style Right Page: 9x6 -Blank
- <Return> This gives you two lines on a blank page.
- Arrow up – go to the first line.
- Choose paragraph style: Page Top Space – This just puts a big space (equal to half the page) into the document.
- Copy and paste the Chapter Number and Chapter Title from a previous chapter. These are text frames that are anchored to the page. They should paste into the exact same location as the previous chapter. Edit them to your heart's content.
- Down arrow to the last line that you've added.
- Double click on Paragraph no indent or drop caps.
- Paste your text into the document. Paragraphs added after the first should come in as paragraph indent.
- Repeat as necessary.
- If your paragraph ends on on odd numbered page then you need a blank page followed by the

next beginning of chapter page.
- ○ Insert Manual Break – Page Break – choose style Left Page: 9x6 -Blank then
- ○ Insert Manual Break – Page Break – choose style Right Page: 9x6 -Blank
- ○ Then continue as above, starting with the <Return> step.

Get Creative

- This is a basic template to get you started. It will help you make your book look more like a book. Be warned, the results you get will not be as good as you could get with real design program like Scribus (free) or Adobe InDesign (not free).
- If you don't like these fonts, then change them.
- Change anything you like – go wild.

Are we done?

- Well, no. The book needs some cleaning up to be ready for publication.
- You have to take care of widows and orphans.
- The Chicago Manual of Style defines widows as single lines left from the previous paragraph that appear at the top of a page. Similarly, oprhans are the single line of the first sentence of a paragraph or a very short line (for instance, one word) left at the bottom of a page.
- I did fix widows and orphans in the Romance template.
- If you want to see some example download basic_novel_LibreOffice.pdf.
  - ○ You can see an orphan on page 1.
  - ○ You can see a widow on pages 4.
  - ○ Your text will be different so you will get different widows and orphans.
- How to fix these.
  - ○ One method is to vary the number of lines on the page by shortening or lengthening the text on the page. In LibreOffice it is difficult to lengthen the page but it is easy to shorten it by making a page break. If possible, making short pages should be done so that the facing pages are the same length. This is a common technique. You can see it applied in many commercial books.
  - ○ If you are producing your own book, you can add or subtract a few words of text to remove the widow or orphan. This can have the happy effect of allowing you to keep the pages the same length.
  - ○ You can use kerning to tighten or expand a section of text to make or remove a line of text. Select a section of text then Format – Character – Position and set the Spacing to Condensed or Expanded in 0.1 point increments. 0.1 point increments are a little rough, so your results might not be happy.