Making The Most From Your OpenOffice Ebook Templates

An Illustrated Instruction Manual On Using Your New Templates The Fastest Way Possible

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Table of Contents

How To Use This Template

This section will explain to you how to go about making use of any EZ Ebook Template.

First, let me say that each of the included ebook templates were saved in .ODT format. The reason for this is to make using them much easier for those that are well seasoned in using OpenOffice Writer, and for those that are not.
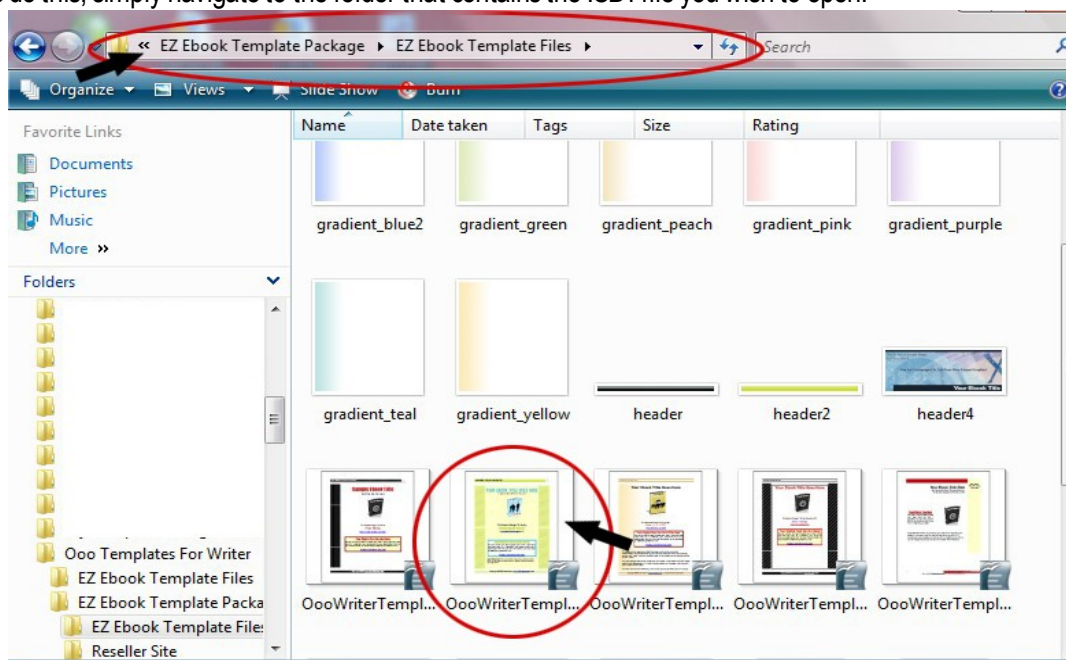
You can save them as a "template" for reuse in your version of OpenOffice Writer in just a few easy steps.

I would recommend though that you first get the template looking just as you want it to before saving it as a template for OpenOffice.

Here's how to save it as a real template. . . .

STEP 1: **Load The Template You Want Inside The OpenOffice Writer Program**
To do this, simply navigate to the folder that contains the .ODT file you wish to open.

Then just double click on the ebook template file you want to open, as pictured above.

STEP 2: Save It As A Template
Once it's opened up, all you need to do is click on > > **File > Templates > Save. .**

Then you can make any further settings necessary such as template name, etc.

Again, saving these .ODT ebook templates as actual "templates" isn't a necessity to use them. Most people are going to want to simply open them up, make adjustments to them by adding their text, images, etc., and then hitting the "One Click PDF" button to generate a PDF ebook.

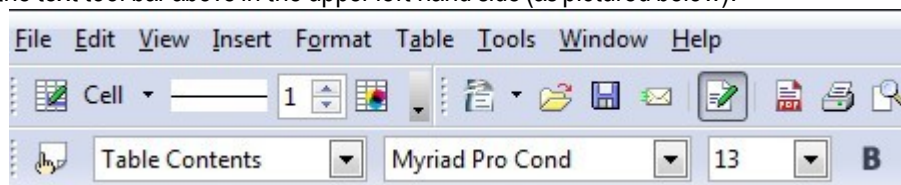Now, let's talk about the text and actual graphics included. . .

You may want to adjust the font settings to something more suitable to your ebook needs. The font being used throughout this particular ebook, and throughout many of the included .ODT templates is called Myriad. And in two different styles: **Myriad Pro** and **Myriad Pro Condensed**.

Myriad Pro Condensed is what is being used for these words as you see them here.

It has been set at a 13 px size. Again, this can be adjusted to your liking. You may decide to go with something a bit easier to read.

You can make adjustments to the fonts by highlighting all the text you wish to change by left clicking and dragging over the text area with your mouse, and then selecting a different font from the drop down

menu on the text tool bar above in the upper left hand side (as pictured below).

The majority of this template, and mostly all of the others included, has been formatted using Tables.

This is also how the header and footers are set.

To ensure that the header graphic looks correct, the two sliced images have been set as background images within this particular template. And, again, many of the others also. You will notice that you can write over top of them easily. But you should not as it will clutter up the look of the headers.

You should make adjustments to the graphics' .PSD files using Photoshop. They can be edited with any version starting from Photoshop 7 and up.

The footer is simply a plain old .jpg image.

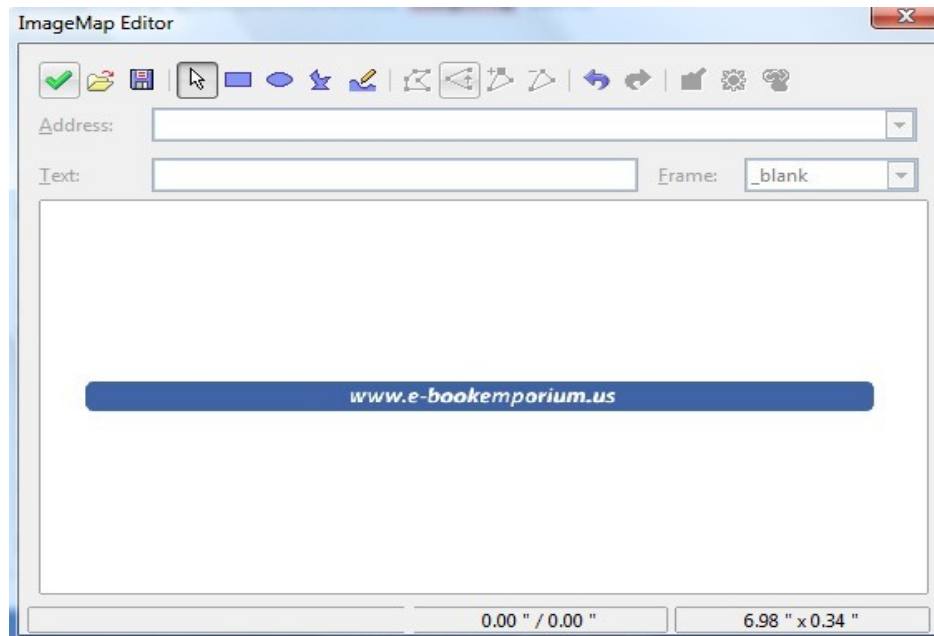But, how did I create a link on a plain old .jpg image?

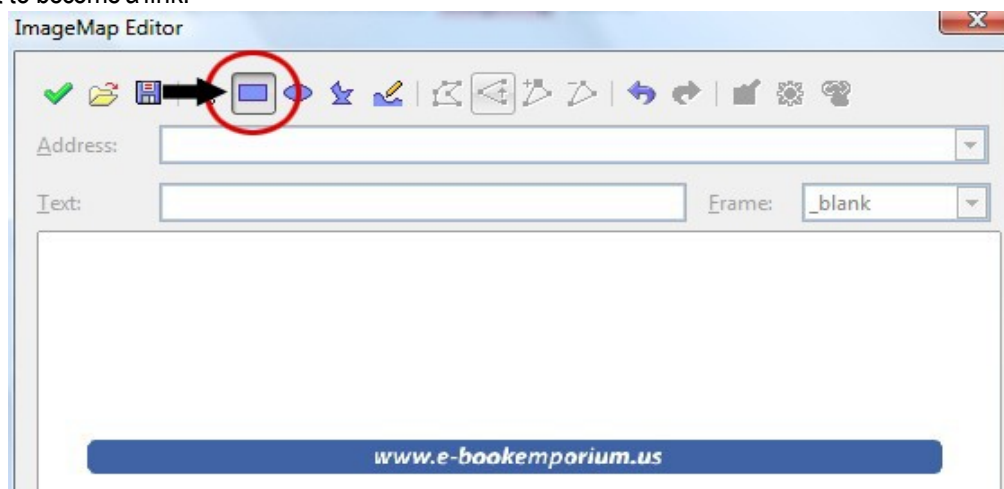By creating an Image Map.

Here's how to do this. . .

STEP 1: Right Click On The Footer Image
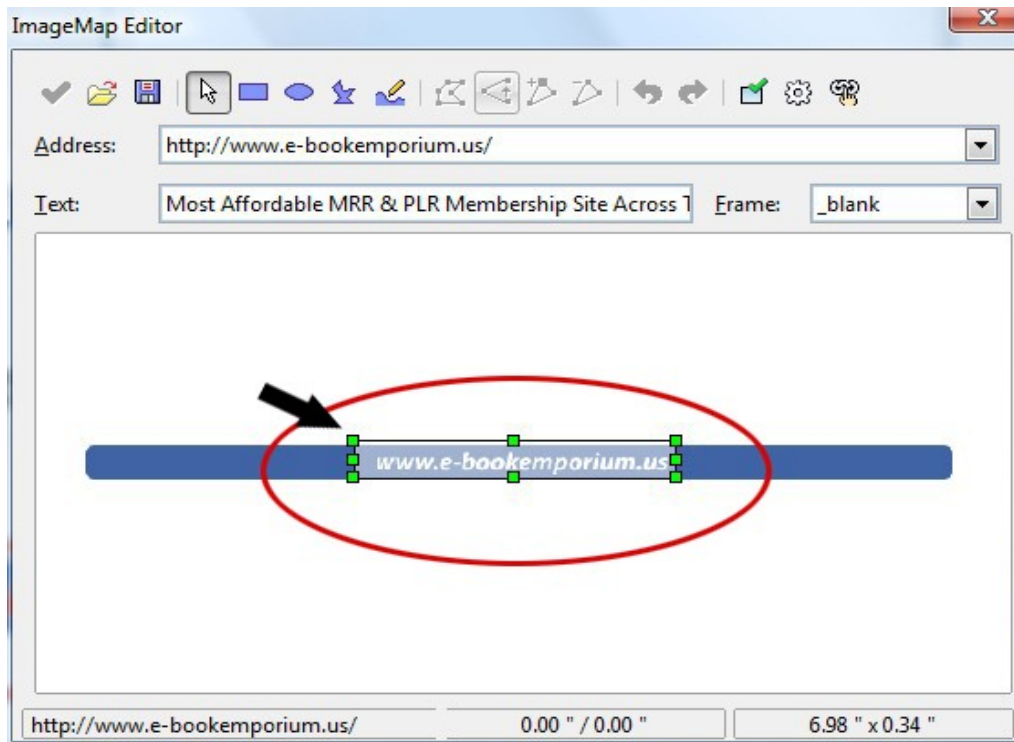A menu will pop up, and you need to select "**ImageMap**" from it.
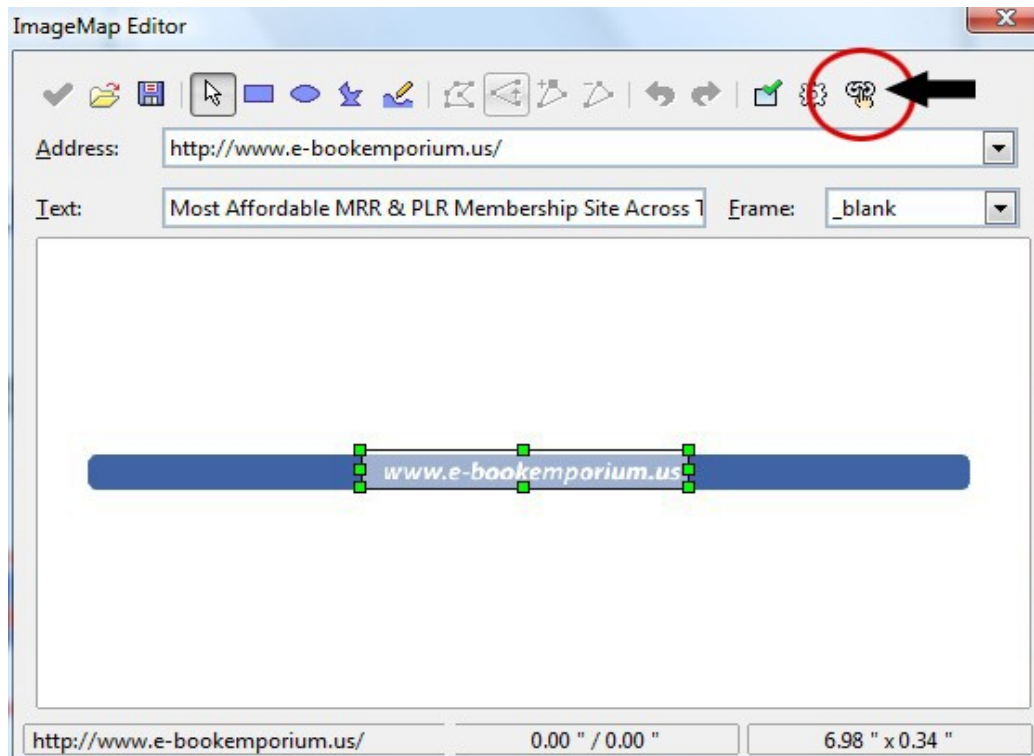
Afterwards, you should see this. . .

You will next need to select the "Rectangular" shape tool, and then draw a shape around the area that you want to become a link.
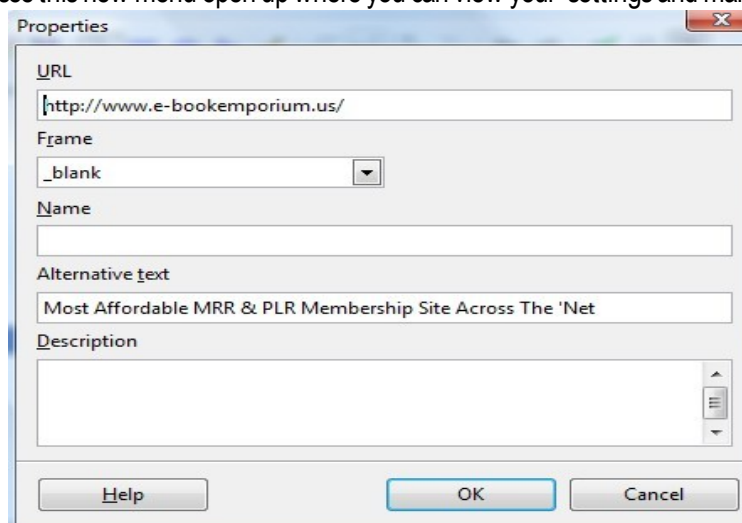

Like so . . .

ImageMap Editor

Address: http://www.e-bookemporium.us/

Text: Most Affordable MRR & PLR Membership Site Across 1   Frame: _blank

www.e-bookemporium.us

http://www.e-bookemporium.us/   0.00 " / 0.00 "   6.98 " x 0.34 "

Next, you'll need to set the URL that your image map link will lead off to from your ebook. Do that by clicking the hyperlink icon shown here , or simply adding your info in the main window . . .

Then you should see this new menu open up where you can view your settings and make any changes . . .
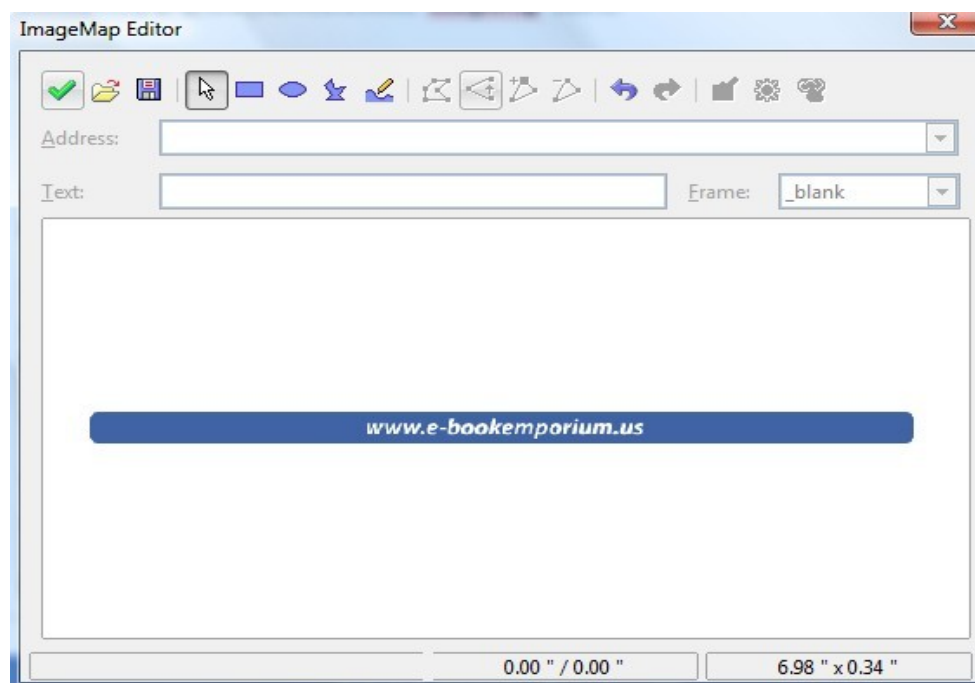

Simply add your URL link in the appropriate area shown above, select the type of frame you'd like it to

open up in (this isn't required for the link to work by the way), and add a bit of alternative text that will show up when your readers roll over the link with their mouse.
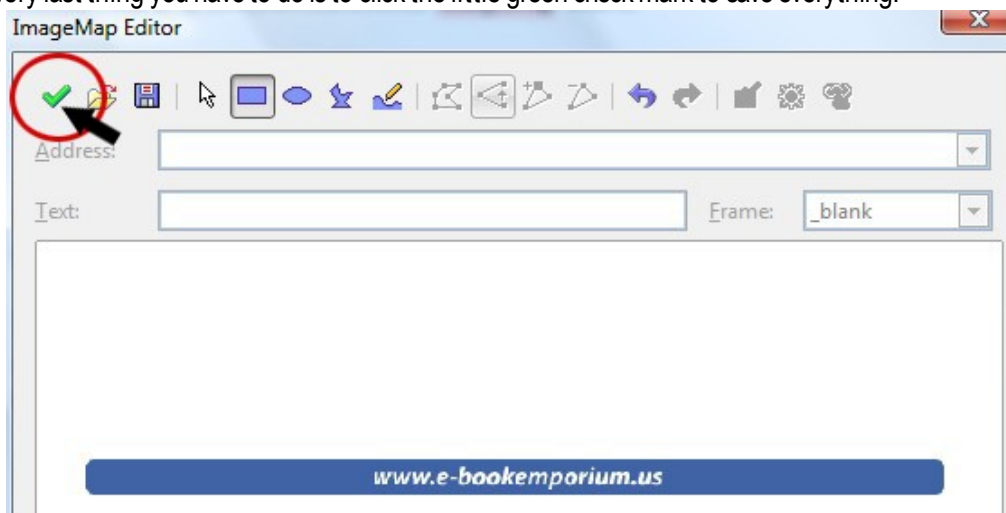
Then, simply hit the "OK" button as shown above.

Now you will be taken back to the original window . . .

There is only one last thing to do to be sure that your image map is functioning properly . . .

The very last thing you have to do is to click the little green check mark to save everything.

Then simply hit the "X" button and your image map is all set!

Important Note : **This method may or may not work.** If it doesn't, then I suggest you completely remove the text from the footer graphic using Photoshop and manually adding in your text by using the footer as a blank "background image" instead of an actual "picture" image.

In the next chapter, I will explain in greater detail how you can make adjustments to the header and footer graphics for this template using Adobe® Photoshop® 7 or higher.

The graphics were made using Photoshop 7 and a wonderful package called "**Killer Text**". I would highly suggest you check it out before going any further as it comes with all the necessary layer styles and fonts to generate out of this world graphics for ebook templates with just a few clicks! Just like this one.

With a little skill and effort, you could create plenty of your own ebook template combinations.

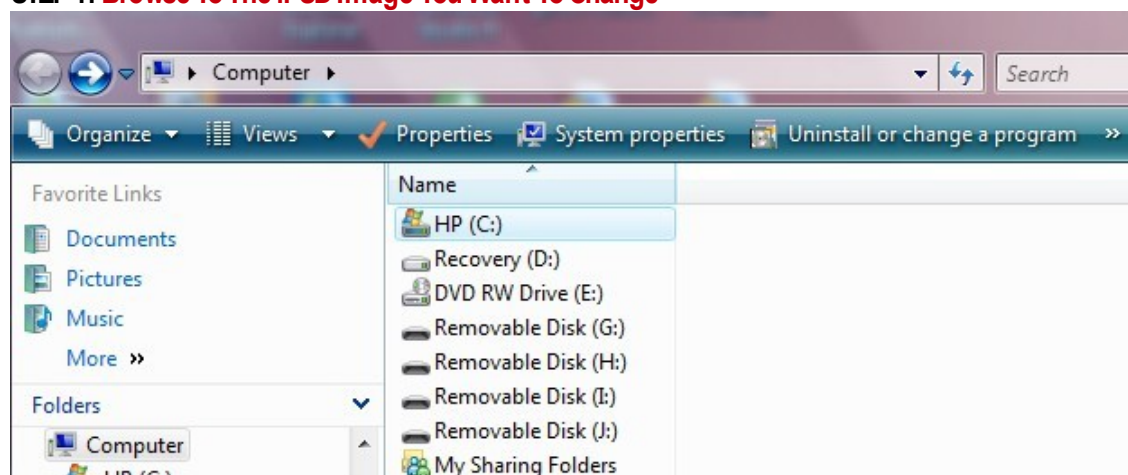# How To Make Adjustments To The Graphics Included

Making adjustments to the included graphics for your OpenOffice Writer Ebook Templates is easy!

I have included every .psd file you will need to make any changes to all the specific graphic images used throughout the entire package of Ebook Templates.

All you would need to do is to open up the .psd file you wish to make changes to inside Adobe® Photoshop®, version 7 or higher, and make the changes to the text, colors, or whatever you like!

Here are some screen capture images to make this process even easier for you. . . . .

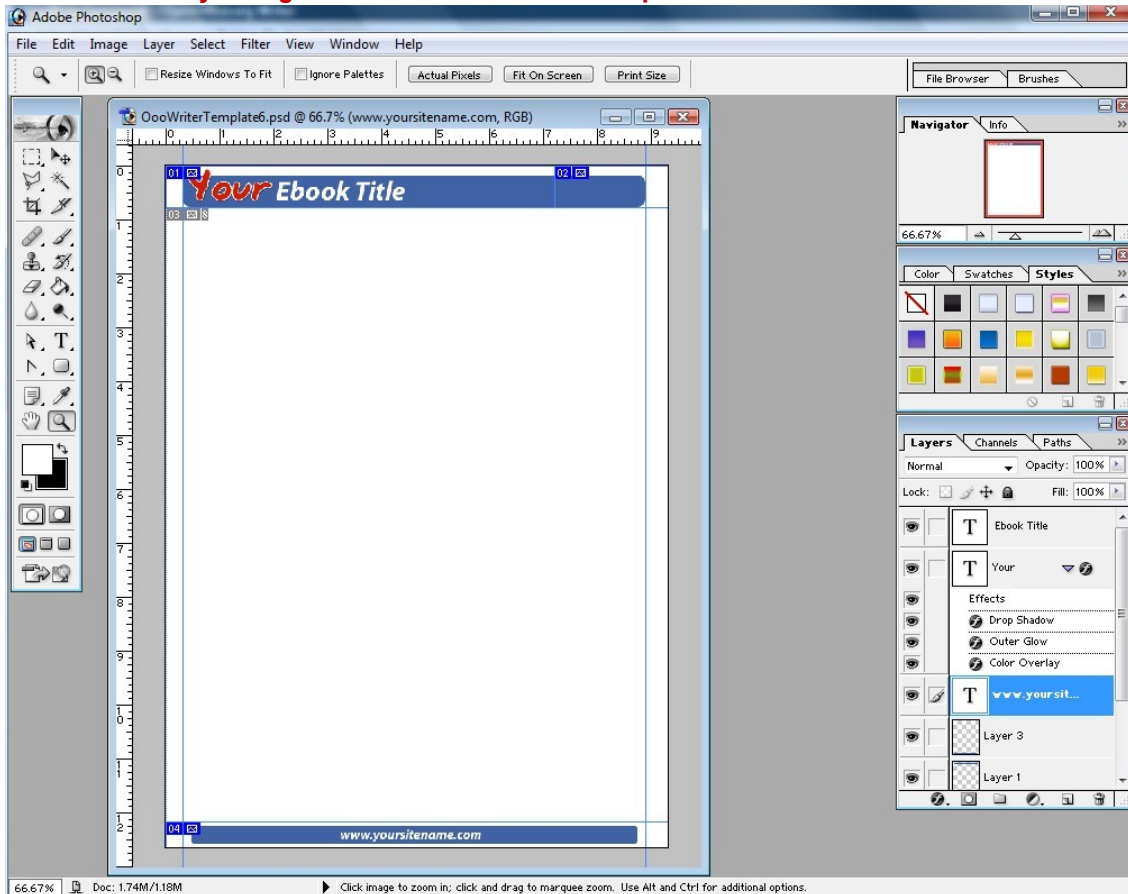**STEP 1:** Browse To The .PSD Image You Want To Change

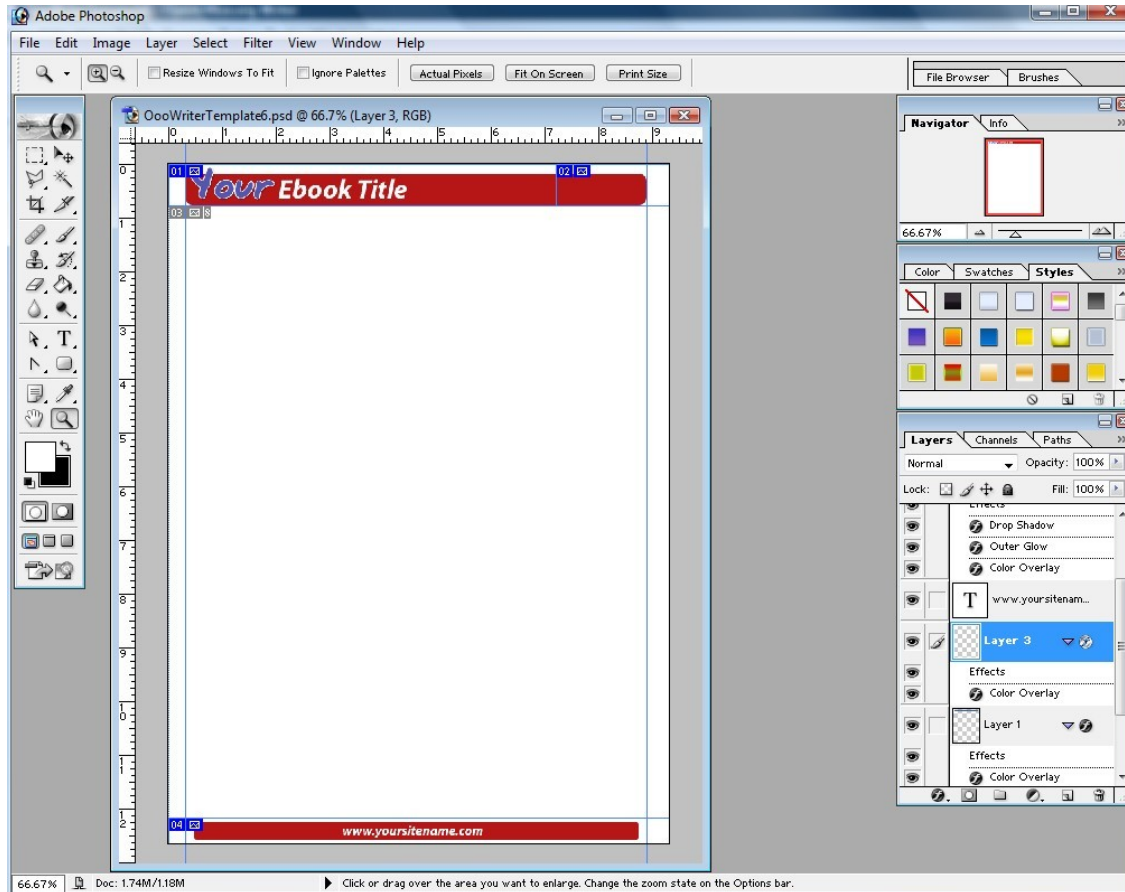**STEP 2:** Open Up The .PSD File Inside Photoshop By Double Clicking It

(This will only work if you have Photoshop already installed on your computer system)

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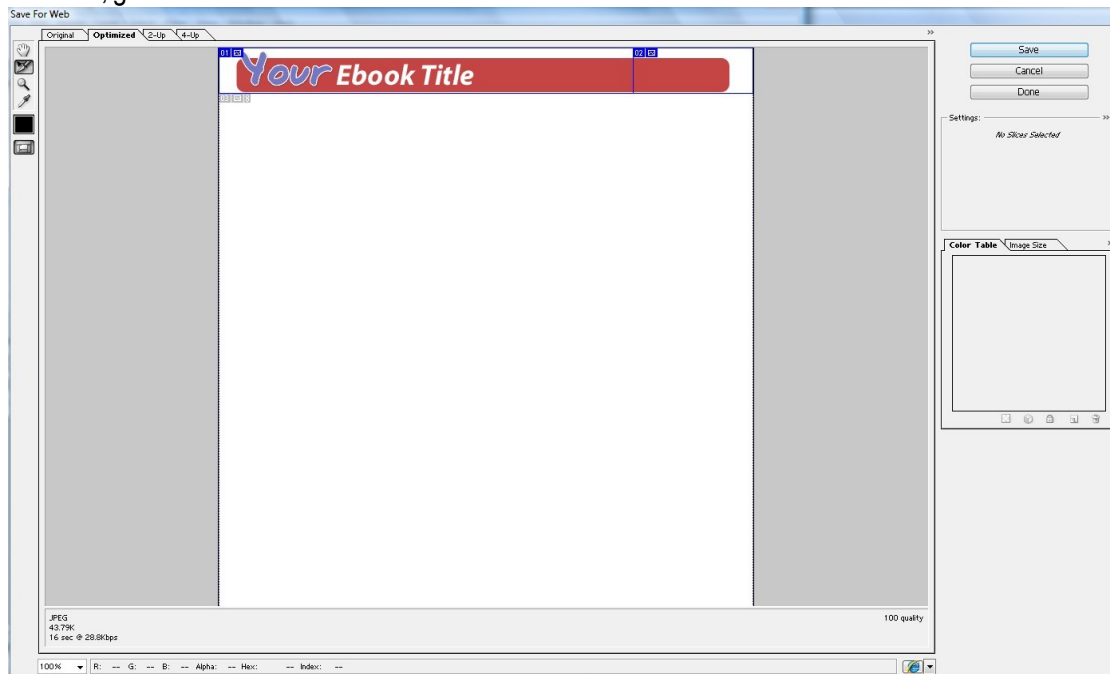**STEP 3:** Make Any Changes You'd Like Inside Photoshop

Here's what the template might look like after making a few simple changes. . . . .

STEP 4: Save Your Changes

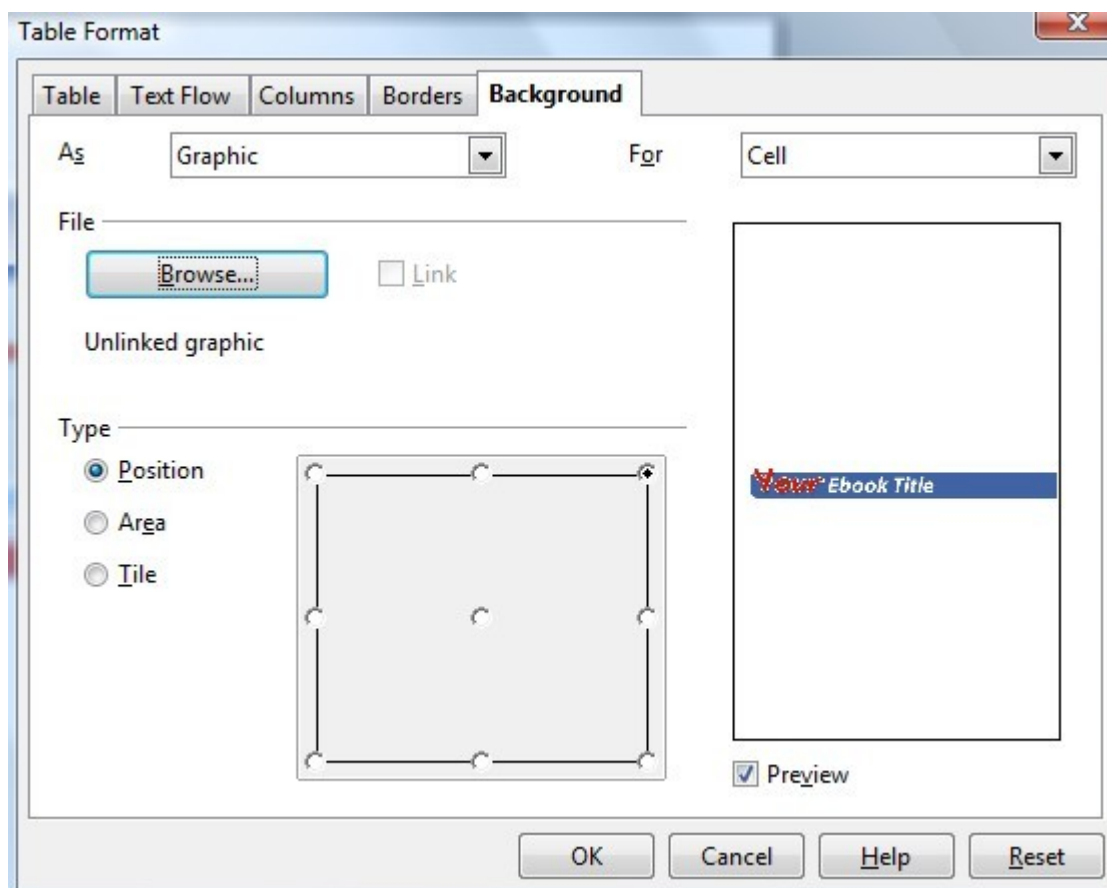To do this, go > > **File** > **Save For Web . . .**

STEP 5: Replace The Existing Graphics Inside Your OpenOffice Template With Your Changed Graphics

To do this, simply "right click" inside the table where your graphics are that you'd like to change inside the .ODT ebook template.

A new menu will pop up.

From that menu, select "Table".

Then you should see a window like this. . .

All you'll need to do, unless you have made drastic changes to the image, is to hit the "Browse" button and find your graphic that you'd like to change.

When you find it, highlight it by left clicking it once, and then simply hit the "Open" button.

If you have the "Preview" check box checked, you will see the new graphic in the small space to the right, like shown in the above illustration.

Then, when you're satisfied with the image you've selected, simply hit the "OK" button.
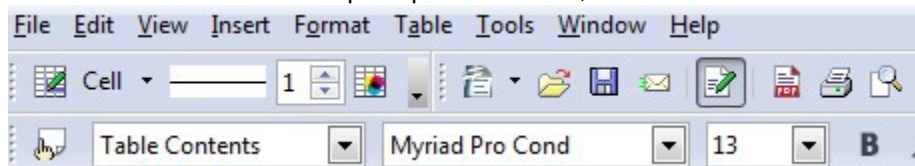
Now you should see the changes in your .ODT ebook template.

STEP 6: Save Your Changes In OpenOffice Writer To The Template

To save any changes you've made to the .ODT template direclty, simply click the little blue disc icon, this one:

You should see it on the tool bar at the top of OpenOffice Writer, around this area:

STEP 7: Create Your PDF File!

To create a PDF file, all you need to do is hit this button once:

You will see it above around the same area as the "Save" icon as well ^

And that's really all there is to making changes with the graphics.

Conclusion

I hope you have enjoyed learning how to use the templates in EZ Ebook Templates Package 2 and that you get much needed use from them.

And, if you liked this collection, I encourage you to check out the first package of EZ Ebook Templates Package for even more terrific and easy to use .ODT templates for your next project.

Just like this package, the first package also comes with Full Master Resale Rights, so not only can you use them, but you can profit by reselling them as well!

Much Success,

Tracy Yates