**Your structure styled document must start with at least one paragraph that has no styling applied**.

This blue Guide text will not appear in your imported document.

The main tutorial overview is in the Introduction section. All sections have notes and annotations to help you get started. It will take one to two hours study to become a Structure Styled Word Processor document, to markup expert.

To see it all working, you can import this document directly into yourself. It only takes a few minutes.

The next page has a page-break-before style added >>>

fm-HalfTitle

*Section Break:* The Half-title page is optional. To create this section apply the custom style [ fm-HalfTitle ] to an empty paragraph. You can place any text inside the section break paragraph as an editorial aid. It will be removed during manuscript import. You do not have to put text in the section break.

Next type in your book title and apply Word processor style ( Heading 1 )

# Book Half Title as Heading 1

This annotated file has tutorial and help content in blue. If you import from this file, all blue text will be missing in the final output.

Some e-book “authorities” recommend leaving the half title page out. But electronically it is just a few bytes. I like half-title pages myself.

The next page has a page-break-before style added >>>

fm-TitlePage

*Section Break:* **The Title page is mandatory**. To create this section apply the style [ fm-Title ] to an empty paragraph. You can place any text inside the section break paragraph as an editorial aid. It will be removed during ePub creation.

# Book Title Use Heading 1

**Mandatory:** You must have a book title. Only use the standard Word processor Heading 1 for the book title. Do not apply any other styles.

Book Sub Title

Optional: You may have a book sub-title. Use the custom style [ **title-sub** ]

Author Name here

Use the custom style [ **title-aut** ] for the author, contributors or editors names. In this version we do not make a semantic difference between the various creator roles.

Publisher Name here

Use the custom style [ **title-pub** ] if you want to put a publisher name

The title page will be created with two block structures, one for the title and sub title, and one for the Publisher name that can be styled and positioned down the page.

The next page has a page-break-before style added >>>

fm-Copyright

*Section Break:* The copyright page is optional. To create this section apply the style [ fm-Copyright ] to an empty paragraph. You can place any text inside the section break paragraph as an editorial aid. It will be removed during ePub creation.

© 2010 Infogrid Pacific Pte. Ltd. All rights reserved.

Any other copyright text goes here.

You can only use paragraphs and inline styles – italic, bold and underline. Copyright paragraphs have an automatic leading line between them in the default style sheets.

The next page has a page-break-before style added >>>

fm-Dedication

*Section Break:* The dedicaton page is optional. To create this section apply the style [ fm-Dedication ]to an empty paragraph. You can place any text inside the section break paragraph as an editorial aid. It will be removed during ePub creation.

Dedication text goes here

Dedicated to the one I love

Use the default paragraph stying and let the stylesheet position and size the text. Note that the standard stylesheet treatment is text aligned center. Use Shift-Enter to create line breaks, and separate paragraphs for spacing.

The next page has a page-break-before style added >>>

fm-Contents

 will generate an internal linked Table of contents page for you if you select that option. Alternatively you can include your own table of contents and not select generate TOC.

# Contents

The next page has a page-break-before style added >>>

fm-Preface

*Section Break:* The preface page is optional. To create this section apply the style [ fm-Preface ] to an empty paragraph. You can place any text inside the section break paragraph as an editorial aid. It will be removed during ePub creation.

# Preface

The preface text goes here. Use default and inline styles.

This example has [ char-smallcaps ] applied to the first three words. There is a green background to indicate you have applied the style.

The next page has a page-break-before style added >>>

fm-Foreword

# Foreword

The foreword text goes here.

This has character style [ char-dropcap ] applied. It is displayed as just a larger bold font with a coloured background so you know you have applied the style. In your output it will be a dropcap.

The next page has a page-break-before style added >>>

fm-Introduction

# Introduction

In a normal book you would insert your introduction content here.

Welcome to the annotated test book for Infogrid Pacific's ***Structure Styling for manuscript import to XML using*** . We hope this annotated book will be informative and assist you to be quickly creating great e-content with high-quality, future value XML!

About Guide Text
=============

This blue text has the custom paragraph style [ **guide-text** ] applied. Guide text is stripped out of the final imported content. You can use it anywhere for editorial annotations in your production master manuscript word processor file.

Conventions used in this document
===========================

Structure Style custom styles are put into square brackets like this [ fm-Title ]

Word processor standard styles are put into parenthises like this ( Default )

Blue text has the style [ guide-text ] applied. It is automatically stripped out during ePub creation.

What does do?
==================

***Structure Styling*** is a quick way to make XML directly from a Word Processor file - \*.doc or \*.odt. Just style your documents up using the provided styles, and save your file. Import it into an empty document and the file will be transformed immediately into *FoundationXHTML*, ready for digital reuse future.

 makes a full range of e-book formats, print PDFs and much more.

Structure-Style™
=============

 uses styles that map to element sets in *FoundationXHTML*, an advanced XML designed to delivery complex publisher style content structures with high reuse value. The styles applied are used to build advanced XML block structures that simplify custom styling using CSS, and make your files ready for a lot of other advanced processing.

This document contains guidelines within each section on how to Structure Style your books to create superb structural XHTML that can then be presentation customized with the stylesheet of your choice, and used to generate all the formats you need.

: Creating the Manuscript
============================

Follow these simple instructions to make a great manuscript for importing into .

1. Open your raw manuscript text file in your Word processor.

2. Turn everything into the default style ( Default ) and make sure all other formatting is removed (you don't need to remove italic bold and underline styles). If you start from a text file, you should have no problems.

3. Use the ***Structure Styles*** to create the structure and content styles for your book. Make sure you only apply the designated custom styles – They look like this. Example: [ **block-extract** ]. More instructions on each style are give further down in this document. Download the  **Structure Style Guide Sheet**. It is available in PDF and of course ePub (created with ).

4. You can also use some of the standard Word processor styles. These are clearly explained in the  **Style Guide Sheet**. The allowed list is:

a) Heading-1 through to Heading-6,

b) text align center and right. Note it is preferrable to use the appropriate para-\* styles, but this may conflict with other styles from time to time.

c) Tables (note no internal table styles can be applied in ODT in this version)

d) Lists – Numbered or bulleted. Note that the bullet styles and number types may change after importing according to your FLIP document stylesheet setting.

5. Remember you are using “word-processor” styles to instruct the processor to generate the *structural layout* you want. You are NOT styling a document, that is done by the CSS stylesheet. DO NOT TRY AND STYLE YOUR DOCUMENT IN YOUR WORD PROCESSOR and expect the styles to survive import..

6. Save your file document to a convenient directory.

7. Open your Reader/Writer Catalogue

8. From the more tools option, select import manuscript.

9. Click import. After a few moments the dialog will confirm the document has been imported. Close the dialog.

10. Open the Writer document to see your imported manuscript ready for format production in .

Template Page Size
================

This template is A4 with 25mm margins and 12pt Times New Roman default text. You can change the page size and margins without affecting the import operation as this information is not used in the import process.

You can use headers and footers and other generated text and it will be ignored.

This Template Text Styles
====================

This default learning template is styled as a classic trade novel or academic book. It is styled entirely as serif (yes it is Times New Roman – you can change it). All body galley text uses the default style set at 12 points with a 12 point leading (line height).

You can change anything you like about the styles in the word processor file, for example the font-face, alignment or size; except the custom style names must not be changed. Style names ARE CASE SENSITIVE.

About the Custom Style Names
========================

The Structure Style names all have a pattern which makes it easier to maintain and add new custom styles in the future. The pattern always starts with a reserved phrase to clearly separate the styles from any and all other styles that may be applied. This lets the import processor knows what to strip out, and what to leave. Think of the custom styles as instructions to a processor, rather than styling the text.

Expanding this explanation:

frontmatter-\*, body-\*, backmatter-\*, para-\*, block-\*, char-\*. These tell the processor to break the file here, wrap the section in a correctly named XML section element, save it as a valid *FoundationXHTML* file, and put it nicely into database.

block-\*, Tells the processor to group all consecutive paragraphs with this style and wrap them in a correctly named XML block element.

para-\*, Tells the processor to treat this as a stand-alone paragraph and apply a style accordingly. If there are a stack of them together, as in poetry, they may also be wrapped in a block.

line-\*, Tells the processor to treat this paragraph as a special line format.

char-\*, Tells the processor to apply a span element and the appropriate style to this text.

Section Styles
===========

Book sections are indicated by coloured bar styles in this template.

Green bars: frontmatter

Red/orange bars: body

Blue bars: backmatter

The stylesheet DOES NOT use word processor page styles and does not pick up generated content such as headers and footers.

Section styles are the standard “parts of a book”. You use them to instruct where you want the file broken, and how to assemble the Table of Contents presentation.

Download and print the handy  **Style Guide Sheet** to see your section options in this version of .

Use the Section Styles correctly to create the highest value book. Only use frontmatter styles at the beginning of the book and keep them consecutive. Do not put a body or backmatter Sections into frontmatter. The processor will work, but the book structure will be irrelevant and the XML produced will have not value for other applications such as creating print PDF's. Processor such as automatic page counters and generator will also not operate correctly.

Block Styles
==========

Word processors makes it awkward to create descriptive block structures with their native tools. uses consecutive paragraph styles to create XML structural blocks. This is why it uses the heirarchical style statements.

For example:

Three consecutive paragraphs styled [ block-notebox ] will be wrapped with a single XML structure, and the paragraph styles removed. This lets the stylesheet do the presentation work in the final XML. This means your blocks have the same paragraph styling as the bodytext, so their structural value is shown with different styles. This appears to be the easiest way to style a book at speed, and to be able to review it to see that you have put things in correctly.

Paragraph Styles
=============

There are very few paragraph styles in Structured Styling. These styles affect a whole paragraph. Other than the few in title blocks these are:

[ **block-caption** ]: It says block so it comes into a block paragraph sequence, but is actually a paragraph style. Always use it after a table if you want a table to have a caption. It will be wrapped into the table block.

[ **block-attribution** ]; Another block paragraph style. Use this at the end of a block sequence such as an epigraph or extract to indicate the attribution of the quotation. Let the stylesheet do the rest.

[ **block-header**] Another block paragraph style. Use this instead of a Heading style for headers inside blocks. This prevents block headers from being processed into the TOC or other structures when you are procesing the XML for other applications.

[ para**-alternate** ]: Use this to apply a second text style ( for example sans-serif) to a paragraph.

Line Styles
=========

These are a special case of paragraph styles that are separated out for clarity of use. You apply these styles to empty paragraphs, except you put the decorative characters required into line-decorative.

[ **line-leading** ]: creates an empty line on the page. This is the preferred method to insert vertical blank space.

[ **line-decorative** ]: creates a three line space with your decoration centred on the line.

Special Note about Empty Paragraphs
=============================

Empty paragraphs are stripped out of the final ePub, so don't rely on them for vertical styling. An empty paragraph is an ODT paragraph marker with no content or just one space or non-breaking space.

To ensure an empty paragraph is maintained in the output, put three or more spaces into the paragraph. It may help to have **View - Non-printing characters** turned on to check this. This is useful between poem stanzas and similar structures.

Inline Text styles
=============

You can use the ODT italic, bold, and underline styles on any text. In addition, to give your production a distinctive look, you have the following custom styles in Character Styles:

[ char-smallcaps ]: Applies small capitals to the selected text.

[ char-dropcap ]: Applies drop capitals to the selected text. The actual appearance of dropcaps will be determined by the stylesheet.

[ char-raisedcap ]: Applies raised capitals to the selected text. The actual appearance of raised caps will be determined by the stylesheet.

[ char-superscript ]: Applies the superscript style. NOTE do not use the ODT inline styles for this. They are too generic and may clash with other styles in your output file.

[ char-subscript ]: Applies the superscript style. NOTE do not use the ODT inline styles for this. They are too generic and may clash with other styles in your output file.

[ char-large ]: this can be used for a decorative effect when required. You must select text and apply this style. If it is working with bold and italic text, observe that the bold and italic must be fully enclosed in this style.

[ char**-small** ]: this can be used for a decorative effect when required. You must select text and apply this style. If it is working with bold and italic text, observe that the bold and italic must be fully enclosed in this style.

Do's and Don't's
=============

⚫ Do not change the Word processor custom style names. You can change the style attributes, but expects to see these specific style names. If they are not there, you will just get a plain, single page default looking HTML file as the result.

⚫ Do only use the permitted styles stated in this document.

⚫ ...and the corollary. Do not apply any other styles such as text colouring, font size, backgrounds etc. They will be striped out anyway, and may cause the file processing to fail. However you can expeirment.

That's it!

The remainder of this file now moves into book body parts with additional inline annotations.

Enjoy using . A simple to use and complete Digital Content Strategy that allows you to create sophisticated documents in multiple formats.

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The next page has a page-break-before style added >>>

body-Part

*Section Break:* The Part opener page is optional and only required if you book contains parts. To create this section apply the style [ body-Part ] to an empty paragraph. You can place any text inside the coloured section break paragraph as an editorial aid. It will be removed during ePub creation.

Part num

# Part Title

Part Sub-Title

by

A Famous Editing Author

You can put part opener text here if required.

All chapters after a Part Section break will be nested inside the part until the next part section break or until the backmatter starts.

You can use all title- styles in the part title block sequence, but note that they must be consecutive

The next page has a page-break-before style added >>>

body-Chapter

*Section Break:* At least one Chapter section is mandatory, otherwise you probably don't have a book! To create this section apply the style [ body-Chapter ] to an empty paragraph. You can place any text inside the section break paragraph as an editorial aid. It will be removed during ePub creation.

Chapter Number

# Header Styling

Chapter Sub-title

Use standard Open Office ( Heading 2 ) to ( Heading 6 ) for Headers. Remember that ( Heading 1 ) is reserved for titles. This will give A-Head, B-Head, C-Head, D-Head and E-Head. Enough for all but the most aggressive sectioned document.

## This is an A-Head (Heading 2 )

In this style sheet A-Heads are 10/12pt with two lines above and one below. Style is all caps by typing. This is not forced in the CSS ePub stylesheet unless you set the property. In the ePub the first paragraph following a header will not be indented. Of course in your ePub they can be what you want them to be.

### This is a B-Head (Heading 3)

In this ODT style sheet B-Heads are 10/12pt with 1.5 lines above and 0.5 lines below. In the ePub the first paragraph following a header will not be indented. Of course in your ePub they can be what you want them to be.

#### This is a C-Head (Heading 4 )

In this ODT style sheet C-Heads are 10/12pt with 1.5 lines above and 0.5 lines below. In the ePub the first paragraph following a header will not be indented. Of course in your ePub they can be what you want them to be.

##### This is a D-Head (Heading 5)

In this ODT style sheet D-Heads are 10/12pt with 0.75 lines above and 0.25 lines below. In the ePub the first paragraph following a header will not be indented. Of course in your ePub they can be what you want them to be.

###### This is a E-Head (Heading 6)

In this ODT style sheet D-Heads are 10/12pt with 0.75 lines above and 0.25 lines below. In the ePub the first paragraph following a header will not be indented. Of course in your ePub they can be what you want them to be.

The next page has a page-break-before style added >>>

body-Chapter

*Section Break:* At least one Chapter section is mandatory, otherwise you probably don't have a book! To create this section apply section style body-Chapter to an empty paragraph. You can place any text inside the section break paragraph as an editorial aid. It will be removed during ePub creation.

Chapter xx

# Content Blocks

Optional Chapter sub-title

This is epigraph text. It is a powerful and considered statement designed to tune me into the content following. The following attribution line will line up with the right edge of the epigraph block in the ePub.

William Shakespeare

## About Content Blocks

Defined content blocks are created with a continuous sets of paragraphs. The importer will process them into XML blocks if you get the styling right. Just select the paragraphs and apply [ block-\* ]

## Block Epigraph

This should be placed immediately after the chapter title or title styled paragraphs. Attribution will be wrapped into the block and aligned with the block margins.

See the example at the start of this chapter made by selecting the one paragraph in this case and applying [ block-epigraph ]. The attribution line was created by applying the paragraph style [ block-attribution ]

## Block Notebox

Notebox gets a background shade behind the paragraphs so you can see where the style is applied. The Notebox header is the generic block header and has both shaded and outline properties.

In this version you cannot use lists and other structures inside the notebox, just paragraphs. Just select the paragraphs and apply [ block-notebox].

This is a Notebox Header

In vitae nunc sed lorem sodales blandit. Etiam molestie. Praesent facilisis, purus eget lacinia fringilla, ipsum ante mattis nunc.

Vivamus blandit sem in felis. Aliquam mollis lorem non neque. Vestibulum suscipit.

Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Nullam risus nisi, fringilla a, accumsan eget, dictum eget, enim. Proin ac pede feugiat lorem gravida tristique.

The header was created by applying [ block-header ].

## Block Boxed text

Same as notebox but different if you need the non-shaded style. The Block header will pick up the box styles. Just select the paragraphs and apply [ block-boxed ].

This is a Block Header

The header will join with the boxed text in the final output. Note that no borders are shown here as they cause a style variation problem on export to XHTML. So you have to take boxed text as pink and imagine it with lines around it.

Vivamus blandit sem in felis. Aliquam mollis lorem non neque. Vestibulum suscipit.

Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Nullam risus nisi, fringilla a, accumsan eget, dictum eget, enim. Proin ac pede feugiat lorem gravida tristique.

The header was created by applying [ block-header ].

## Block Extract

The block extract is set with 1em spacing all around. The attribution is created inside the block and will align with the right margin in the ePub output. Just select the paragraphs and apply [ block-extract ]

Vivamus blandit sem in felis. Aliquam mollis lorem non neque. Vestibulum suscipit.

Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Nullam risus nisi, fringilla a, accumsan eget, dictum eget, enim. Proin ac pede feugiat lorem gravida tristique.

Block Atribution Line here

The attribution line is added the same way as for the epigraph. Put your cursor in the paragraph and apply [ block-attribution ]

## BLOck Poem

Poetry is relatively common and lets you make well structured poetry with very little effort. Poems are placed into a block, and that is centered on the page against the longest line using the display: table property – very nifty... except ADE seems to hav a little problem with this CSS statement repeats the data twice, once as a poem (left aligned of course), and once as a table. Very strange behaviour.

Follow this simple three step process:

1. Make sure each poem line is a paragraph, then just select the stanza paragraphs and apply [ block-poem ].
2. If your poem has a title, select the paragraph and apply [ block-header ]
3. Put leading lines between the stanzas and apply any horizontal styling with spaces.

Check out this sample from “Through the Looking Glass” by Lewis Carroll.

\*\*\*

There was a book lying near Alice on the table, and while she sat watching the White King (for she was still a little anxious about him, and had the ink all ready to throw over him, in case he fainted again), she turned over the leaves, to find some part that she could read, “—for it’s all in some language I don’t know,” she said to herself.

It was like this.

YKCOWREBBAJ

sevot yhtils eht dna ,gillirb sawT’

ebaw eht ni elbmig dna eryg diD

sevogorob eht erew ysmim llA

.ebargtuo shtar emom eht dnA

She puzzled over this for some time, but at last a bright thought struck her. “Why, it’s a Looking-glass book, of course! And if I hold it up to a glass, the words will all go the right way again.”

This was the poem that Alice read.

JABBERWOCKY

‘Twas brillig, and the slithy toves

 Did gyre and gimble in the wabe;

All mimsy were the borogoves,

 And the mome raths outgrabe.

Beware the Jabberwock, my son!

 The jaws that bite, the claws that catch!

Beware the Jubjub bird, and shun

 The frumious Bandersnatch!”

He took his vorpal sword in hand:

 Long time the manxome foe he sought—

So rested he by the Tumtum tree,

 And stood awhile in thought.

And as in uffish thought he stood,

 The Jabberwock, with eyes of flame,

Came whiffling through the tulgey wood,

 And burbled as it came!

One, two! One, two! And through and through

 The vorpal blade went snicker-snack!

He left it dead, and with its head

 He went galumphing back.

And has thou slain the Jabberwock?

 Come to my arms, my beamish boy!

O frabjous day! Callooh! Callay!”

 He chortled in his joy.

‘Twas brillig, and the slithy toves

 Did gyre and gimble in the wabe;

All mimsy were the borogoves,

 And the mome raths outgrabe.

“It seems very pretty,” she said when she had finished it, “but it’s RATHER hard to understand!” (You see she didn’t like to confess, ever to herself, that she couldn’t make it out at all.) “Somehow it seems to fill my head with ideas—only I don’t exactly know what they are! However, SOMEBODY killed SOMETHING: that’s clear, at any rate—”

“But oh!” thought Alice, suddenly jumping up, “if I don’t make haste I shall have to go back through the Looking-glass, before I’ve seen what the rest of the house is like!

## Block Code

If you are unlucky enough to be styling a book with code examples, this simple structure will help. White space is preserve just the way you apply it. It gets a shaded background by default.

Vestibulum ante ipsum primis

 in faucibus orci luctus

 et ultrices posuere cubilia

 Curae;

 Nullam risus nisi, fringilla a,

 accumsan eget, dictum eget, enim.

 Proin ac pede feugiat

 lorem

 gravida

tristique.

Why not use a leading line for more vertical space

Sed dapibus orci porttitor lectus. Duis purus sem, luctus sit amet, ullamcorper et, faucibus at, velit.

### Block Reference

If you have Chapter references they will usually be a list under an A-Head. These are usually set with a hanging paragraph in a smaller face than the bodytext. We make a special case of Reference Paragraphs so they form a named block structure in your structural XML. This can be useful later for processes such as extracting and moving reference blocks.

Smith, J.L., W. Shakespeare (1567) *Romeo and Juliet meet Richard the Third*, Infogrid Pacific, Pune.

Smith, J.L., W. Shakespeare (1567) *Romeo and Juliet meet Richard the Third*, Infogrid Pacific, Pune.

Smith, J.L., W. Shakespeare (1567) *Romeo and Juliet meet Richard the Third*, Infogrid Pacific, Pune.

The next page has a page-break-before style added >>>

body-Chapter

Chapter xx

# Line and Paragraph Styles

With Character Styles at the End

From time to time you need to style independent paragraphs and lines. These styles provide a few techniques to allow you to do this.

## Hanging Paragraph

Hanging paragraphs may be required from time to time for various reasons, although they are nearly always inside blocks such as glossary and reference blocks.

So here they are. Just apply [ para-hanging ] to a paragraph and you have an instant hanging paragraph for your reading pleasure.

## Indent Paragraph

From time to time you may need a paragraph that is indented, but not part of a block structure. The paragraph does not have a first paragraph style applied.

In this case you can use the natty [ para-indent ]. The paragraph will be indented but will not take the first paragraph style that would be applied if it was after a heading or block structure.

And here is a non-indented paragraph for contrast but unless it goes at least two lines the difference can be difficult to see.

## Alternative Text

When you just have to have a different style, you can use alternative text. [ para-alternative ]. This has been applied to all paragraphs.

 Fusce justo justo, pharetra nec, posuere eget, feugiat id, turpis. Quisque tempor mauris mattis dui. Vivamus accumsan aliquet mauris.

 In hac habitasse platea dictumst. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec at ante. Morbi accumsan libero et ipsum. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

## Aligning Paragraphs centre and right

You can align a paragraph with the Word processor style, but it is probably best to do it with these text-alignment styles

Text is aligned center

with [ para-center ]

Text is aligned right

with [ para-right ]

## Leading Line

A leading line is a blank line in the text, usually used as a small scene or thought change. When you insert a leading-line, please always enter three or more spaces or the processor will treat it as an empty paragraph and strip it out. The next line is blank. [ line-leading ]

This is to prevent validation failure in XHTML as an empty paragraph is not permitted by the DTD. The default styling is for the leading line to be shown in yellow. The next line is blank as well.

Aenean sit amet leo sit amet orci accumsan elementum. Maecenas tincidunt. Donec accumsan pellentesque orci. Cras leo lectus, venenatis sed, ornare at, vulputate hendrerit, libero.

## Decorative Line

Decorative line has a leading (blank line) above and below a line with some decoration, usually stars or a symbol. You must enter the content you want on the decorative line, but leave it aligned to the left. The style sheet will text-align the content. The default styling is for the decorative line to be shown in yellow, with empty lines above and below. Use [ line-decoration ].

The next three lines are blank with the middle line containing asterisks. In the output these will be aligned center.

\*\*\*

Fusce justo justo, pharetra nec, posuere eget, feugiat id, turpis. Quisque tempor mauris mattis dui. Vivamus accumsan aliquet mauris.

## Character Styles

The range of character styles addresses the creation of nicely styled books for most purposes. There are however issues about how Word processors assign default inline styles on XHTML export. It can give different style names for different files. That is annoying so we have defined custom character styles which are a little annoying to use, but create a consistent and predictable result. The custom styles have pale cyan in the background so you can easily identify them while you are working. You can use the Word processor styles, but you will get unpredictable results. It's best to stick with “the method”.

There is of course the ubiquitous and *ever useful italic* and here it is applied with the custom style*.* [char-italic ]

Followed by the not so useful, **but emphatic bold** also with the custom style. [char-bold ]

And of course if you want ***bold and italic*** you have to have a dedicated custom style just for that. [char-bold-italic ]

For fancier uses there are small capitals [char-smallcaps ]

And those who like dramatic chapter openers can use

Raised caps are done with [ char-raisedcap ] or

Drop caps. Which you do with [ char-dropcap ]The choice is yours. This line has a little extra text on it so it doesn't clash with the next style – large text, which kinda pokes up and upsets the drop cap if it gets the chance.

Sometimes text just has to be a little bigger so then you use [char-large ]

And sometimes it is too big and making is smaller is just what's needed. Try [char-small ]

The next page has a page-break-before style added >>>

body-Chapter

*Section Break:* At least one Chapter section is mandatory, otherwise you probably don't have a book! To create this section apply the style [ body Chapter ] to an empty paragraph. You can place any text inside the section break paragraph as an editorial aid. It will be removed during ePub creation.

Chapter xx

# Other Structures

You can use simple lists and tables. You cannot use nested lists. You cannot use images.

## Ordered Lists

Ordered lists will be given a typesetting look and aligned with the left margin. Much more professional looking than ugly old word-processor indented lists. Just use the default Open Office list button, but remember – no nested lists.

1. In hac habitasse platea dictumst.
2. Lorem ipsum dolor sit amet,
3. consectetur adipiscing elit.
4. Donec at ante. Morbi accumsan libero et ipsum.
5. Lorem ipsum dolor sit amet,
6. consectetur adipiscing elit.
7. Pellentesque urna leo, pellentesque a,
8. cursus eget, pharetra at, purus.
9. Pellentesque a lacus ac ante sagittis bibendum.
10. Lists are offset from text before and after by an empty line. 1em in stylesheet talk.

## Unordered (Bullet) Lists

Bullet lists will be given a typesetting look and aligned with the left margin. Much more professional looking than ugly old word-processor indented lists. Just use the default Open Office list button, but remember – no nested lists.

* In hac habitasse platea dictumst.
* Lorem ipsum dolor sit amet,
* consectetur adipiscing elit.
* Donec at ante. Morbi accumsan libero et ipsum.
* Lorem ipsum dolor sit amet,
* consectetur adipiscing elit.
* Pellentesque urna leo, pellentesque a,
* cursus eget, pharetra at, purus.
* Pellentesque a lacus ac ante sagittis bibendum.

Lists are offset from text before and after by an empty line. 1em in stylesheet talk.

## Tables

Table styling is currently simple. Every table gets an ID. If you want to custom style a table you will have to retrieve the ID from the XHTML and create a set of custom CSS styles. The caption is optional of course. If you need to give your table a caption it must be the paragraph immediately following the table. The table will have a classic academic style by default. You can change this in the e-Space configuration menu. Use the default Word processor table tools, style them all you like, we are going to strip them all off anyway.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Header1 | Header2 | Header3 | Header4 | Header5 |
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |

Block-Caption. This always goes after the table. It will can be auto-numbered through the e-Scape processing configuration menu. You may have fiddle with getting this position right as OO may fight back.

## Images

Images, other than the cover, are not included in this version of . This will be addressed in the next release, meanwhile enjoy creating your favourite non-illustrated books in , or move up to .

The next page has a page-break-before style added >>>

bm-Appendix

*Section Break:* Backmatter sections are optional. Note that any backmatter section will close any Part/Chapter nesting if it is applied. To create this section apply the style [ bm-Appendix ] to an empty paragraph. You can place any text inside the section break paragraph as an editorial aid. It will be removed during ePub creation.

Appendix 1

# Appendix Title

This is an appendix and is a backmatter component. The application will auto generate Appendix numbering, you only have to provide a title. The same numbering strategy applies as for other numbered sections.

Apply [title-num ] from the paragraph styles to the Appendix number paragraph, then select the label and apply [title-num-label ] from the character styles. It will look like the example above.

The next page has a page-break-before style added >>>

bm-References

# References

Your bibliographic references go here. Use style block-references to make excellent XML. The styled paragraphs will be combined into a single XML reference block.

You can also take a visual styling approach and use para-hanging, but that results on a selector on each paragraph. You will not be able to change the body hanging paragraphs independently from the reference lists, something you will probably want to be able to do. Just select the paragraphs and apply [block-reference ]

Smith, J.L., W. Shakespeare (1567) *Romeo and Juliet meet Richard the Third*, Infogrid Pacific, Pune.

Smith, J.L., W. Shakespeare (1567) *Romeo and Juliet meet Richard the Third*, Infogrid Pacific, Pune.

Smith, J.L., W. Shakespeare (1567) *Romeo and Juliet meet Richard the Third*, Infogrid Pacific, Pune.

Smith, J.L., W. Shakespeare (1567) *Romeo and Juliet meet Richard the Third*, Infogrid Pacific, Pune.

Smith, J.L., W. Shakespeare (1567) *Romeo and Juliet meet Richard the Third*, Infogrid Pacific, Pune.

Smith, J.L., W. Shakespeare (1567) *Romeo and Juliet meet Richard the Third*, Infogrid Pacific, Pune.

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bm-Notes

*Section Break:* Backmatter sections are optional. Note that any backmatter section will close any Part/Chapter nesting if it is applied. To create this section apply this style to an empty paragraph. You can place any text inside the section break paragraph as an editorial aid. It will be removed during ePub creation.

# Notes

You can only use simple notes which are not linked in this version of . Notes are auto numbered in the ePub starting at 1 in each block. In this template they appear as hanging paragraphs. They are shaded pale yellow so you can see the style has been applied. Just select the paragraphs and apply [block-notes ]

Proin dapibus, sapien ut iaculis bibendum (2009), *est libero elementum urna*, semper interdum leo justo ut ipsum.

Morbi tristique diam vitae nisi. (2010) *Sed metus metus, dignissim at, pretium eu*, egestas vitae, sapien. Nullam commodo congue lorem.

Vivamus nec urna(2011). *Donec ut tortor vel dui tincidunt tincidunt*. Donec imperdiet turpis sit amet purus.

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