

Table of Contents

E-text Reformatting	1
Introduction	1
Book Sections	1
Formatting	1
Problems, Solutions, and Shortcuts	2
Kinds of Books	2
Reference Centre	2

E-text Reformatting

- Orientation for Production Assistants

Introduction

1. Job Outline and Expectations
2. Communication Guidelines
3. Getting Started
4. Understanding and Using Styles
5. Understanding and Using Headings
6. Work Checklist
7. Writing Tweets for Finished Titles
8. Introduction to Accessible EPUB3
9. Time Management and Workplace Health
10. Production Q&A
11. Alt-Text Q&A

Book Sections

- Cover
- Title Page
- About this digital book
- Also by the author
- Book Reviews
- Producer's Note
- Publishing Information
- Dedication
- Table of Contents
- Epigraph
- Appendix
- Index
- Bibliography, References, or Worked Cited
- Acknowledgements
- About the Author
- Complex Image Descriptions
- Back Cover
- Terms of Use

Formatting

- Alt-text and Image Descriptions: how to format and describe images for EPUB
- Author & Citation Style
- Blockquotes & Quotations
- Bold, Italics, Underline, & Strikethrough
- Capitalization
- Captions

- Columns
- Context Breaks
- Footnotes & Endnotes
- Headers & Footers
- Hyperlinks
- In-Text Citations and References
- Language
- Lists (ordered; unordered; definition)
- Math Equations
- Page Numbers
- Subtitles
- Symbols, Abbreviations & Acronyms
- Tables
- Textboxes & Sidebars: Secondary Content
- Other Weird Stuff

Problems, Solutions, and Shortcuts

- Using Regular Expression (Regex)
- Using Find and Replace
- Keyboard Shortcuts: for Applying Styles, Inserting Notes/Images/Symbols, and Performing Basic Function Commands (opening a tool or view).
- Showing Style Guides in Word

Kinds of Books

- Human Narration: Image Description
- Childrens Picture Books & Illustrations
- Comics and Graphic Novels
- Cookbooks and Recipes
- Legal Documents & Reports
- Poetry
- Plays

Reference Centre

- Alt codes for French alphabet
- Wiki Syntax: How to format posts on wiki.
- Document Metadata

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