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Change Rank and Rename Individual Track

In this section you can change the rank (play order) of the selected track, or you can edit the name of the selected track.

To rename tracks for the entire audiobook and set the heading levels go to [Track Names](#).

To learn more about order of workflow go to [Converter Plus Workflow Checklist](#)

Change Rank Order of Tracks

Sometimes you get a title that has the tracks out of order.

If a Track is out of order:

- Select the file you wish to move and select the **Edit** Button
- This will take you to the **Edit Track** Page
- There is a drop down menu at the top of the page that asks you to set when this track will be played. Ensure you're happy with its title.
- Select the order in the dropdown menu for Rank
- Press Save



video coming soon.

Edit Individual Track Name

You can edit the individual track name on this page in the text box labelled **Title** directly below the Rank dropdown menu.

It is recommended to use [Track Naming](#) to rename tracks, but if you need to edit a single track during a final review of your work, you can use this function.

You can turn off the automated capitalization when editing a track title on this page. Near the top of the page, below the text box for **Title** and above the save button, you will find the phrase: **automatically correct capitalization and spacing** followed by a checkbox. To turn off the automatic capitalization simply unselect this checkbox. This only turns it off for this page and the current title you have open. You will have to turn it off again every time you return to this page.

Here is a quick video tutorial on [How to Rename an Individual track](#)



If you want to edit all the tracks at the same time, go to the [Edit All Track Names Page](#). Only do this after you have gone through the Track Naming of the entire book and set

all the headings.



To learn how to set the track names and heading levels of all tracks go to [Track Names](#).

[Return to Play Order](#)

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