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# Producer's Notes

[French: *Note de rédacteur*]

A Producer's Note contains information added to the book by the producing organization. It's commonly used to describe differences between the print book and the digital talking book version. Traditionally, this has been called a transcriber's note, reader's note, or editor's note.

The Producer's Note can be a **Heading 1 Section Producer's Note** or an **In-Text Producer's Note**.

## Heading 1 Section Producer's Note

This Producer's Note is styled with **Heading 1** and placed after the section [About this Digital Talking Book](#). The text within the body of the Producer's Note is styled as **Normal**.

It may contain information about a key way that the etext differs from the original text, or that all of the images in the text are in black-and-white, or clarify some key aspect of the document.

Producer's Notes are frequently used for [indexes](#).

They are also used for a book that has [Indigenous Languages](#), and for books of [Poetry](#). Other instances are highlighted throughout the wiki.

## In-Text Producer's Note

Sometimes we will need to insert a producer's note within the body of the text. This is what is called an **In-Text Producer's Note**.

A common instance is when there is Alt-text that is longer than the recommended 120 words. When this happens, the longer Alt-text should be put into a Producer's Note. (Be sure to also include a short description in the alt-text). For more information, see [Adding Extended Image Descriptions](#) for more information. Often, this will be for something like a picture of a letter, a map, or a graph.

For Long and Complex Descriptions use the **Prodnote - Optional (DAISY)** so the reader has the option to skip it.

Other cases where this style is used are highlighted throughout the wiki.

In-Text Producer's Notes are marked up the text using the **Prodnote - Optional (DAISY)** or **Prodnote - Required (DAISY)**.

Optional producer's notes may be turned on or off by the end user; that is, the playback device or browser includes settings that either automatically play all producer's notes as they are encountered or play only those marked as "required." The PA must decide for each Producer's Note whether it contains critical information that is required, or information that can be skipped, and therefore optional. If there's uncertainty whether to use the **Prodnote - Optional (DAISY)** or **Prodnote - Required (DAISY)** use "required", or post a question in the Q&A.

When writing the content of a In-Text Producer's Note, always start the text with BEGIN PRODUCER'S NOTE and finish the text with END PRODUCER'S NOTE (see the example below).

This is so that readers will know that this is not part of the normal narrative.

### Example

This is an example of an in-text producer's note used to describe a diagram of a family tree (the diagram is depicted smaller than it would be in the actual text).



**BEGIN PRODUCER'S NOTE:**

We have attempted to describe this family tree as follows.

Helena's paternal grandparents, surname Kahan, had two children (an unnamed woman, Helena's aunt, and her father, Ben Zion (Bence)).

Helena's maternal grandparents, Mendel Berger and Zisl Hochman, had four girls, Memelstein, Taube, Name Unknown, and Helena's mother Miriam.

Helena's mother and father had eight children. Their names and the names of their spouses and children are as follows, from eldest to youngest. Her eldest brother, Menusch (Mendu) married Hermina and had a child whose name is unknown. Helena's eldest sister, Jolan (Jolanka), married Moszie Fried and had two children, Vera and name unknown. Her next eldest brother, Jan (Eugene) married Monika. Her next eldest sister Roszie married Emil Jockel and had one child named Henri. Her next eldest brother was named Chaim (Kolja). Her next eldest brother, Joseph (Jossi) married Margaret Emery and had four children named Michael George, Marie, John, and Peter. Her younger sister Agneszka (Agi) married Josef Soffer and had two children named Ruzena and Vera.

\*Helena Kahan married Emil Jockel and had two children named Jana (who married Richard) and Pavel (who married Klara). Jana's child is named Yolana. Pavel's children are named Tom and Dan.

**END PRODUCER'S NOTE**

## Q&A Archive

**Q: In a book where the original front-matter includes a description of the typefaces used (i.e., "The text in this book uses OpenDyslexic and Minion Pro typefaces."), should this be**

**removed? Or addressed in a "Producer's Note?"**

A: Yes, we can address this in a Producer's Note [Heading 1]. We could state something to the effect that "the text in this Digital Talking Book does not use OpenDyslexic and Minion Pro typefaces. These typefaces are used in the original book."

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