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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 a Heading 1 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.

For one frequent use, see the page about [indexes](#).

In-Text Producer's Note

Sometimes we will need to insert a producer's note within the body of the text; for example, to describe or interpret visual elements in the text where the alt text might not be sufficient. In this case, we mark up the text using the **Prodnote - Optional (DAISY)** style.

We will also surround our producer's note with the text: BEGIN PRODUCER'S NOTE and END PRODUCER'S NOTE. This is so that readers of the e-text version will know that this is not part of the normal narrative.

One instance where an in-text Producer's note will be used is when there is alt-text that is longer than 120 words. When this happens, the description should be put into a Producer's Note. (Be sure to also include a short description in the alt-text). For more information, see [Step 8](#) of the alt text instructions. Often, this will be for something like a picture of a letter, a map, or a graph.



In-Text Producer's Notes must be identified as "required" or "optional", using the appropriate style from the NNELS template (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 producer must decide for each Producer's Note whether it contains critical information and is thus marked as "required" or merely contains helpful information that an end user could skip without harm. If there's uncertainty whether to use the "optional" or "required" attribute, use "required", or ask for advice.

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

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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