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Reformatting Work Checklist

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On this page you will find a basic checklist for the overall workflow for reformatting a book.



Note this is just a general overview, not everything on this list will be something that exists in the book you are working on, and there could be items missing from this list. Remember to check over the main wiki page for all the book sections. If there is something that is unclear or missing please post it on the [Production Q&A](#) page.

- [Set Document Properties](#)
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- Enter and update [About Digital Talking Book](#) section
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- Apply all appropriate [Headings](#) for Book Sections. See [Book Sections](#) on main page for all book sections.
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- If [textboxes and asides](#) exist, reinsert as required.
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