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Reformatting Work Checklist

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
- Remove Table of Contents
- Enter and update About Digital Talking Book section
- If required, enter and update Producer's Note
- Apply all appropriate Headings for Book Sections. See Book Sections on main page for all book sections.
- Check original for use of emphasis and apply as required.
- If notes exist, reinsert all notes as endnotes.
- If textboxes and asides exist, reinsert as required.
- Check original for use of lists, and reinsert as required
- Check original for blockquotes and reinsert as required.
- If author exits, apply citation style
- If Tables exist, reformat as required
- Check for Content Breaks and reformat as required
- Check for ALL CAPITAL WORDS and reformat as required
- If symbols exist, reformat as required
- If hyperlinks exist, check and reformat as required
- If book contains multiple languages, check and format as required.
- Images:
 - Format all images as needed. See Getting Started
 - Insert Captions as needed
 - Enter appropriate Alt-text. See How to Write Alt-Text

Return to main eText Page

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