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Rename Doc File 1

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Rename the doc file with no spaces, and underscores between each word. For example:

Title_with_underscores_YourLastName.docx
Waiting_for_first_light_Little.docx



You do not have to worry about renaming DAISY Audio books, as you are not downloading the files. Converter Plus will also rename the files for the Production Coordinator automatically upon download.

Now you can set up your MS Word before diving into the reformatting rabbit hole!

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