Table of Contents

NNELS Styles

For instructions on installing and using the NNELS Template in Microsoft Word, see: Using the NNELS Template

The NNELS Styles table outlines what the Styles in the NNELS Template (NNELS_Styles.dotx) are used for and how they translate to DAISY XML. The table also outlines how the use of certain Word tools will translate to DAISY XML, such as the insert caption, insert endnote, and insert table tools. Further information about using the Word tools can be found on their respective wiki pages.

Using the Styles in the NNELS Template will make e-text editing more efficient and ensure that we have consistent formatting across documents, and that the Word documents smoothly convert to DAISY. The resulting DAISY book will be well-structured and understandable by accessibility software, and conform to DAISY 3 Specifications for the Digital Talking Book.

There are still limitations to converting Word to DAISY XML, so cleaning-up of the XML file is still needed (not for you to worry about).

NNELS Styles

Access denied to CSV data

Document Metadata

Document properties in Microsoft Word are converted to metadata in the DAISY XML file. It is important to always insert the below properties in your file.

Document Properties	DAISY XML Code	Description of Use
Insert Title of the Book	<meta content="All Hands Lost : The Sinking of the Nova Scotian Gypsum Freighter Novadoc" name="dc:Title"/>	This is the Title field in the document properties. It is usually found in File > Properties > Summary This field translates to the <dc:Title> tag in the document metadata. It also translates to the <doctitle> tag.

Insert Author of the Book	<meta content=Blain Henshaw" name="dc:Creator"/>	This is the Author field in the document properties. It is usually found in File > Properties > Summary If there is more than one author, separate their names with comma. This field translates to the <dc:Creator> tag in the document metadata. It also translated to the <docauthor> tag.
Insert Publisher of the Book	<meta content=National Network for Equitable Library Service" name="dc:Publisher"/>	This is the Company field in the document properties. It is usually found in File > Properties > Summary This field translates to the <dc:publisher> tag in the document metadata. The Publisher should always state: National Network for Equitable Library Service.