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## **Edit All Track Names Page**

After you are finished naming all the tracks through Track Discovery, you can go to the Edit Track Names page to review and edit the titles of each track on one page!

You will find the link to this page on the Set Play Order page located in the Track Names section under Track Discovery. There is a phrase that reads: Use Edit track names to edit all track names at once. The phrase Edit track names is hyperlinked and will take you to the Edit Track Names page.

On this page you will find a phrase below the top heading that indicates how many tracks are in the audiobook you are working on. Below this are 6 columns titled Heading 1 to Heading 6. Each column has text boxes that will have the titles you entered in Track Discovery when renaming the tracks. Here you can now edit all the tracks on one page!



You can turn off the automated capitalization when editing the track titles on this page. This is helpful first step. At the bottom of the text box fields, and above the Save Track Names button, you will find the phrase: automatically correct capitalization and spacing followed by a checkbox. To turn off the automatic capitalization simply unselect this checkbox. This only turns it off for this page and the current title you have open. You will have to turn it off again every time you return to this page. Here is a brief tutorial: https://somup.com/c3VtFaZApF

## To Edit the tracks:

- First turn off the automated capitalization at the bottom of the page.
- Read over each title and make any necessary edits.
- Select Save Track Names when you are satisfied they are all correct.
- This will take you back to the Set Play Order page and you can move onto the Final Check and review the Metadata.



Review your edits at least twice to ensure you caught everything before moving onto the final step.

Here is a video tutorial: https://screencast-o-matic.com/watch/c3VtFIVDbda

**Return to Track Names** 

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