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Exporting a Book



If something seems off in the information on this page, stop what you are doing and do not Export it. You will need to [Hand to Rachel](#) for her to look at the file. An example of something wrong includes a very short run time. If everything looks good then continue to export.

Once you are finished reordering and renaming the tracks, and you have updated all the metadata, you can now export the book before you pass it to QA for Quality Assurance.

To get started:

- Go to the main project page
- Select Export the Project under What would you like to do?. It is the 4th option
- This will take you to the Export page

On this page you can:

- Compress the File
- Export the Project
- Reset Export

The sections below will walk you through each in order.

On the top of the Export the Project there are some basic stats about the file:

- Size
- Runtime
- Encoding

Below this will be information about compression (if required), and the buttons Export and Reset Export

If you are asked to compress the quality of the title, go to [Compress Quality](#)

If you are not asked to compress the quality go to [Export](#)

Reset Export

The Reset Export feature resets the compression of a file. You can use this feature if:

- you neglected to compress a title in original export
- you chose the wrong compress option in the original export



This one resets the export, everything else you did with the project is still there.

To reset export:

- Navigate to the Export Book Page
- Select Reset Export
- You will now see the Export Page is back to how it looked before the export, and you will be able to compress the book to your liking



The phrase on the main project page will revert back to This project has not yet been exported.

Here is a video tutorial on [How to Reset an Export](#).

Re-export After Changes to Project

If you make any revisions to the project after you have exported, you will need to re-export the title. For example, you passed it to QA, but it was passed back with notes of revisions and you made these changes.



You always have to re-export after any revisions. If you do not do this, none of your revisions will be saved in the final download of the accessible version. This is because exporting a book applies your revisions to the file for download.

If you have made any revisions the phrase on the main project page will update to read: # phrases detected per minute. Export is # MB. This project has been changed since it was last exported. Please export it before sending to QA check or downloading the accessible edition.

To re-export:

- Navigate to the Export Project Page
- Select the button labelled Export
- This will take you to a new page that will process the export, stay on this page and wait until it is done.
- When it is done there will be plain text that reads: Done above a link to return to the main project page.
- Select Return to the Main Project Page



The phrase on the main project page will revert back to This project has not yet been exported.

Here is a video tutorial on [When and How to Re-Export a Project](#).

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