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E-text Editing

- Orientation for Production Assistants

Introduction

1. Job Outline and Expectations
2. Division of Work for Production Assistant 2
3. Communication Guidelines
4. Getting Started
5. Understanding and Using Styles
6. Understanding and Using Headings
7. Work Checklist
8. Writing Tweets for Finished Titles
9. Introduction to Accessible EPUB3
10. Production Q&A
11. Alt-Text Q&A

Book Sections

- Cover
- Title Page
- About this digital book
- Also by the author
- Book Reviews
- Producer's Note
- Publishing Information
- Dedication
- Table of Contents
- Epigraph
- Appendix
- Index
- Bibliography, References, or Worked Cited
- Acknowledgements
- About the Author
- Complex Image Descriptions
- Back Cover
- Terms of Use

Formatting

- Alt-text and Image Descriptions: how to format and describe images for EPUB
- Author & Citation Style
- Blockquotes & Quotations
- Bold, Italics, Underline, & Strikethrough
- Capitalization
- Captions

- Columns
- Context Breaks
- Footnotes & Endnotes
- Headers & Footers
- Hyperlinks
- In-Text Citations and References
- Language
- Lists (ordered; unordered; definition)
- Math Equations
- Page Numbers
- Subtitles
- Symbols, Abbreviations & Acronyms
- Tables
- Textboxes & Sidebars: Secondary Content
- Other Weird Stuff

Finding & Fixing Issues and Errors

- Using Regex
- Using Find and Replace
- Showing Style Guides in Word

Kinds of Books

- Human Narration: Image Description
- Childrens Picture Books & Illustrations
- Comics and Graphic Novels
- Cookbooks and Recipes
- Legal Documents & Reports
- Poetry
- Plays

Reference Centre

- Using Wildcards: the "Use codes to find letters, formatting, fields, or special characters" is very helpful.
- Finding and replacing characters using wildcards in MS Word
- Alt codes for French alphabet
- Keyboard shortcuts in Word
- Mac keyboard shortcuts
- How screenreaders read content
- Wiki Syntax: How to format posts on wiki.
- Document Metadata
- Keyboard Shortcuts: How to create and use Keyboard Shortcuts to speed up your work!

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