

Table of Contents

<i>E-text Reformatting</i>	1
Introduction	1
Book Sections	1
Formatting	1
Finding & Fixing Issues and Errors	2
Kinds of Books	2
Reference Centre	2

E-text Reformatting

- [Orientation for Production Assistants](#)

Introduction

1. [Job Outline and Expectations](#)
2. [Communication Guidelines](#)
3. [Getting Started](#)
4. [Understanding and Using Styles](#)
5. [Understanding and Using Headings](#)
6. [Work Checklist](#)
7. [Writing Tweets for Finished Titles](#)
8. [Introduction to Accessible EPUB3](#)
9. [Production Q&A](#)
10. [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

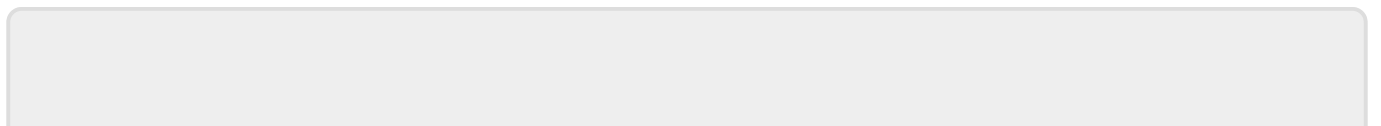
- [Using Regex](#)
- [Using Find and Replace](#)
- [Showing Style Guides in Word](#)

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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Last update: **2023/04/03 12:35**

