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E-text Reformatting

- [Orientation for Production Assistants](#)

Introduction

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2. [Communication Guidelines](#)
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Book Sections

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Formatting

- [Alt-text and Image Descriptions](#): how to format and describe images for EPUB
- [Author & Citation Style](#)
- [Blockquotes & Quotations](#)
- [Bold, Italics, Underline, & Strikethrough](#)
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- [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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