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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. Time Management and Workplace Health
- 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

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 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 Regular Expressions (Regex)
- Using Find and Replace
- Keyboard Shortcuts
- 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
- Wiki Syntax: How to format posts on wiki.
- Document Metadata

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