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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

# Problems, Solutions, and Shortcuts: Quick ways to Finding & Fixing and Applying Function Commands

- Using Regular Expression (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**

- Alt codes for French alphabet
- Wiki Syntax: How to format posts on wiki.
- Document Metadata

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