

# Table of Contents

- E-text Reformatting*** ..... 1
- Introduction ..... 1
- Book Sections ..... 1
- Formatting ..... 1
- Problems, Solutions, and Shortcuts: Quick Ways to Find, Fix, and Apply Function Commands  
    ..... 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. [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](#)

- [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 Find, Fix, and Apply 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](#)

From: <https://wiki.libraries.coop/> - **BC Libraries Coop wiki**

Permanent link: <https://wiki.libraries.coop/public/nnels/etext/start?rev=1717014672>

Last update: **2024/05/29 13:31**



