Table of Contents

Set Play Order

This begins the customization phase of your audiobook.

DAISY books expose track names to the end-user, so we need to make sure that each one of these tracks has a sensible name.

On this page, there are four main sections to help you rename and reorder tracks as needed. Please do these all in the following order:

1. Play Order; this is where you can check and reorder the tracks in the DAISY book. If there are multiple book sections in one track, you can split them. You can also rename individual tracks, join, and delete tracks as needed.
2. Track Names; this is where you can trim track names and use the `Track Naming` feature to rename tracks and set the appropriate heading levels for each track for multiple levels for navigation. You can also use the `Edit All Tracks` to do a final review of your grammar, spelling, and punctuation of all the track names on one page. You will also find the `Capitalization Exceptions` section here.
3. Final Check; this is the last step you do before you finish your book and set up the Metadata

> Remember when you are working through the tracks to listen to the first and last track to see if they need to be split into smaller sections. If you are unsure if a track needs to be split, or what to name a section, please post in the Q&A section.

Play Order

In this section you can listen to or edit an individual track, one at at time. There is a dropdown menu labeled `Track` that lists each track for the audiobook. Underneath this are two buttons:`Edit` and `Play Preview` above the Player.

To play an individual track:

- Make a selection from the `Track` dropdown menu
- Select `Play Preview` to start playing the selected track
- If you want to listen to more, select the play/pause button in the player. You can also use the slider to go through the track

The `Edit` button will take you to the `Edit Track` page where you can do the following:

- Change the Play Order of Tracks (rank)
- Edit the Title of an Individual Track
- Join the Track
- Split the Track: if there is more than one book section in a track it needs to be split and renamed,
- Repair the Track
- Delete the Track

> To rename the tracks in order and set heading levels go to `Track Naming` under the `Track Names` heading. See below for more information.

Track Names

In this section, you can trim the lead characters of the tracks, and use the Track Naming to navigate through each title to rename the tracks and assign them the appropriate heading level.

> Track Naming is where you rename and set the heading levels for the tracks. Do this **before** you go to Edit All Track Names. That is the page where you review your headings all in one place to catch any spelling or punctuation mistakes you may have done.

- Track Naming: for Naming Tracks in Order and Setting Heading Levels
- Edit All Track Names Page: for editing heading names after you rename all tracks in Track Naming
- Trim Feature: for when there are extra characters at the beginning of a track, e.g. 001_Chapter 1
- Capitalization Exceptions

Final Check: Metadata

Once you are done forming the DAISY book you can move on to the final check. First, select `Continue` which will take you to the metadata page.

Books from NNELS Catalogue

To fill in metadata for an MP3 audiobook from the NNELS catalogue:

- At the top of the Metadata page, there is a heading labelled `MP3 Audiobooks from NNELS Catalogue`.
- Enter the URL of the NNELS catalogue record for the book into the text field labelled `Catalogue URL`
- Press the button labelled `Get Metadata`.
- If there is more than one MP3 version available, you will be prompted to choose the one you are working on.
- Once you have made you selection the metadata page will reload.
- The values from the catalogue record will replace any values already entered into the Metadata form.
- Other fields will be left unchanged.
- The text under the `MP3 Audiobooks from NNELS Catalogue` heading will list any errors or warnings that were found when getting the metadata, such as missing fields or punctuation at

the end of an entry, these will need to be checked manually.
- Review the metadata fields carefully and apply any changes needed
- Select Save
- This will take you back to the main project page. There will be a note stating: `It has not yet been exported.`
- If you are happy with the file and it is ready to export select Export the Project

The fields should read as follows:

- `Title`: Title should match title in NNELS Catalogue Record
- `Author`: Firstname Lastname (if multiple authors, separate with a comma)
- `Publisher`: BC Libraries Cooperative
- `Copyright Date`: Date of original work
- `Producer`: Original Producer as listed in the NNELS Catalogue Record
- `Narrator`: Firstname Lastname (if multiple authors, separate with a comma)
- `Language`: keep as en unless otherwise needed

Books from Audible

To fill in metadata for an Audible audiobook:

- Open the Audible website and locate the title you are working on
- When you navigate to the Metadata Page most of the information will be filled in
- `Producer` will be empty. Enter `Audible` into this field.
- `Narrator` will be empty. Enter Firstname Lastname into this field. You can find this information on the Audible page for that title. If there are multiple narrators, separate each name with a comma.
- Double check all other fields against the Audible page for that title
- Select Save
- This will take you back to the main project page. There will be a note stating: `It has not yet been exported.`
- If you are happy with the file and it is ready to export select Export the Project

The fields should read as follows:

- `Title`: Title should match title on Audible page
- `Author`: Firstname Lastname (if multiple authors, separate with a comma)
- `Publisher`: BC Libraries Cooperative
- `Copyright Date`: Date of original work
- `Producer`: Audible
- `Narrator`: Firstname Lastname (if multiple authors, separate with a comma)
- `Language`: keep as en unless otherwise needed

> If you have a word or name in the metadata that is not capitalized properly, you can fix this by turning off the automated capitalization function. At the bottom of the metadata text box fields, and above the save button, you will find the phrase: `automatically correct capitalization and spacing` followed by a checkbox. To turn off the automatic capitalization simply unselect this checkbox. This only turns it off for this page and the current title you have open. You will have to turn it off again every time you return to this page. Here is a quick video tutorial on how to

turn off Auto Capitalization on the Metadata Page

Please go through your book carefully before you export it. Ensure you have gone through all of the steps. You can also reference the QA Checklist to help you ensure you have done everything before exporting.

Return to Renaming and Reordering Tracks

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

Permanent link:
https://wiki.libraries.coop/public/nnels/mp3todaisy/set-play-order?rev=1664303284

Last update: **2022/09/27 11:28**