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Set Play Order 1

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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. **Add Producer's Note**: A producer's note can be added to include copyright information and terms of use. It will be inserted after the first track.
4. **Final Check Metadata**: 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.



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](#)

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