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# Simplified Workflow

Under our original workflow, it would take 4.5 years to convert all our purchased titles from 2023. We have a deliverable of 4000 titles to be completed from May 2023 to March 2024. This page will outline the simplified workflow to reach this deliverable.

## Assigned Titles and Average Conversion Time

Each team member will receive a spreadsheet at the beginning of the month. Each spreadsheet will contain 80 assigned titles. Every time you export, pass to QA, or use Hand to Rachel you must update the spreadsheet. At the end of the month, send your updated spreadsheet to Rachel to confirm all the assigned titles have been completed.

Each title should take an average time of 20 minutes to convert.



If you finish you complete your assigned titles before the end of the month, please contact Rachel and she will assign you additional titles based on the time you have left for that month.

## Simple Work Flow



There is no need to look up the TOC for this simplified workflow.

For the sake of time, we are changing the way we rename books.

Please read over the following section carefully. If you have any questions about a specific title, please use the [Hand to Rachel](#) function



If you can add additional meaning to a book, without it taking too much more time, then do it!

## Splitting and Joining Tracks



We are no longer scanning and splitting tracks, nor are we doing Split and Join for



## tracks

If the **Sign Off/End Credits** track is already split for you when you first import and open the title, simply rename it as needed. If it is not already split for you when you first import and open the title, then do not split it.

The only track we will split is the **First Track** to separate the **Title Page** if it is attached to the first chapter/introduction/preface etc.. The **Title Page** can include the title of the book, copyright information, dedication, and/or epigraph. These will all stay together in the first track and be renamed **Title Page**.



Sometimes a book uploads with the front and back matter already split and named. If the names are clear and accessible, leave them as they are. If they are not, then rename them using the method in the section below. When in doubt, reach out the Production Coordinator for assistance.

If the book has a chapter split over more than one track, you can join those tracks.

We will no longer be doing the **Split and Join** for clipped tracks (i.e. when there is a couple of seconds of the previous track at the beginning of another track). If there are a lot of tracks that are clipped, you can use **Adjust OverDrive Markers Using Silences in Audio** in your [Account Settings](#). This option is designed to correct the positions of OverDrive markers in the MP3 metadata. It moves markers to nearby silences in the audio. **It is disabled by default**. If a book has a lot of clipped tracks, you can turn this feature on and reimport the title. Note: It can cause issues with some books, so only use it as needed.

## Renaming Tracks

The only track we will split is the **First Track** to separate the **Title Page** if it is attached to the first chapter/introduction/preface etc.. The **Title Page** can include the title of the book, copyright information, dedication, and/or epigraph. These will all stay together in the first track and be renamed **Title Page**.

For the rest of the tracks, if there are clear headings for each track (e.g. **Part 1, Chapter 1, Chapter 2**) then name the tracks based on what the narrator says.

If there are no clear headings for each track, then name the tracks **Track 1, Track 2, Track 3**, etc.. This will leave you with the following:

- Title Page
- Track 1
- Track 2
- Track 3



If the book has clear **Parts and Titles** that are easy to label, you can still label these



and add heading levels keeping to a simple naming convention: Part 1, Chapter 1, etc.. Only do this if you can keep within the 20 minute time from for conversion.



If the Sign Off/End Credits track is already split for you when you first import and open the title, simply rename it as needed to either Sign Off or End Credits. If it is not already spilt for you when you first import and open the title, then do not spilt it.



If you can add additional meaning to a book, without it taking too much more time, then do it!



If you are stuck, or not sure how to handle a title, use the [Hand to Rachel](#) feature.

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