

# Table of Contents

<b>Converting MP3 to DAISY with Converter Plus</b> .....	1
<b>Getting Started</b> .....	1
<b>After You Uploaded a Book: Project Page</b> .....	2
<b>Admin and Quality Assurance Workflow</b> .....	2



# Converting MP3 to DAISY with Converter Plus



From May to March 2024 we will be using a different workflow. Please see [Simplified Workflow](#) for more information.

This page is the instructions for how to use Converter Plus (formally NAC). As this is an ongoing project, this page is subject to updates as we improve the application and workflow.

The purpose of Converter Plus is to perform a rapid DAISY conversion, requiring as little human intervention as possible. Moreover, all required interaction takes place in one simple phase, so operators need not return to the computer to complete a conversion. The interface is clean and simple, so is entirely accessible to screen readers. Independent of any particular device or platform, a conversion can be requested from virtually any web-capable device anywhere in the world. Finally, because the original audio files are not modified, the quality of the input tracks is not affected by a conversion.

The following are some links on general information:

- [Access Keys Glossary](#): List of Keyboard Short Cuts for using COP with a Screenreader
- [Audiobook Glossary](#): Common Terms Used in Audiobooks
- [Batch Mode: Uploading and Exporting in Batches](#)
- [Change Account Settings](#)
- 'Hand to Rachel': use when you have file issues or questions about specific file
- [Communication and Project Workflow](#): Project and Communication Outline for COP Team (not for PA's)
- [Report Tracker for Converter Plus](#): To file any error reports.
- [Workflow Checklist](#): Basic order of workflow for creating an DAISY Audio book in COP
- [Q&A](#)

## Getting Started

Now to dive into using Converter Plus! Converter Plus (COP) works best for Chrome and the newest version of Edge.

First, you will need to navigate to the Converter in your web browser.

1. Navigate to <https://convert.nnels.ca>
2. Enter the username Your First Name
3. Select Login

You are now in your profile for Converter plus. On this page, you can choose to either:

- [Add a New Book](#) or
- open a current project in the dropdown menu labeled Project



Go to [Converter Plus Workflow Checklist](#) to find an ordered list of most of the tasks for converting an MP3 to DAISY Audio



For Production Assistants, instructions on where to find your files will be in the RT ticket. All MP3 to DAISY conversion titles will be in the NNELS DAISY Conversions queue in RT. If in doubt, please contact the Production Coordinator.

## After You Uploaded a Book: Project Page

Now that you have your book uploaded you can start making any necessary changes.

You should now be on the project page that displays the file name at the top of the page with the phrase is now open

Below you will find a list of options under What would you like to do?

- [Set Play Order](#)
  - This is where you build the DAISY structure for the Audiobook
- [Tag Elements](#)
  - Upon request, we can add additional tags to titles for a richer reading experience.
- [Export the Project \(Pass to QA\)](#)
  - After you complete every project, you need to export the title and then pass it to Quality Assurance. This option does not appear until after you finish your title and save the Metadata
- [Download Accessible Version](#)
  - This option appears after you export. Multiple versions of a project can be downloaded.
- [Pass to QA](#)
  - Only appears after you export the project. We pass all titles to QA to go through Quality Assurance. This ensures any mistakes are caught and revised before publication
- [Hand to Rachel](#)
  - Use this feature for any file issues or questions specific to that project.
- [Change Project Settings](#)
  - You have the option to change setting on a project, but will rarely need to do so.
- [Remove the Project](#)
  - You can remove a project from your profile, but only do so upon request. Remove the Project deletes it from the server.

## Admin and Quality Assurance Workflow

In this section you will find information on how to manage Administrative tasks in COP, and perform Quality Assurance for titles that have been passed to QA.

Each title needs to go through a quality assurance check before it can be downloaded and published.

- Administrative Tasks:
  - [How to create a new profile](#)
  - [How to add tickets to COP RT Manager](#)
  - [How to Manage open profiles](#)
  - [Hand to Rachel](#)
- Quality Assurance
  - [QA Checklist](#)
  - [Return Title](#)
  - [Batch Download](#)

From:

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

Permanent link:

<https://wiki.libraries.coop/public/nnels/mp3todaisy?rev=1740601855>

Last update: **2025/02/26 12:30**

