Table of Contents

Page Numbers

NNELS will retain print pagination if requested by the user (usually if the book is to be used in an educational environment). Otherwise, print pagination is not retained.

In many books, page numbering does not matter. Most books sold in EPUB format, especially fiction, do not have specific pagination (they are "reflowable") and so will show as a different number of pages depending on the amount of text that fits on a device's screen. Some accessible format producers, including NNELS, will remove page numbers from the table of contents to not confuse a user in these cases. Some texts are for academic study, in which case, page numbers matter so that the reader can properly reference or cite the material.

How to keep print pagination

If requested by the user, NNELS will retain print pagination in the digital book.

Follow the pagination of the original book.

- You can only use Microsoft Word to edit. LibreOffice does not have the sectioning functionality that is required for correct pagination.
- Edit the book ensuring the page numbers in your document are consistent with those in the original text.
- Insert page numbers in the header to match those in the Table of Contents.
- You will have to do a spot-check when the book is complete to ensure the page numbers match the index.
- You can modify the Normal and Heading styles to make everything fit.
- Use manual page breaks (`Ctrl/Cmd+enter`) to split pages where necessary, and section breaks to split new sections.

Adding page numbers

- Use the page numbering tool (`Insert > Page number`) as opposed to manually typing page numbers.
- Add page numbers in the header, typically centered.
- Do not start a new page with a blank line.
- Do not start a new page with an image.

Often books will have different page numbering for the front matter (i.e. roman numbers), body matter (arabic numbers) and rear matter. To retain the original page numbering, you must use the section breaks tool.

Using section breaks

In order for parts of the document to have different formatting in the front and body sections, it must be divided into sections. You need to insert section breaks where the page numbering changes, i.e. at the end of the front matter, which uses lower case roman numerals. For numbers, use the same

numbering system used in the print material: numeric, roman numerals, or letter-number combination.

[Number pages differently in different sections](#)

No page numbers

Unless requested by the user, NNELS will not retain print pagination.

In these cases, we do the following:

- Remove all page breaks and section breaks from the e-text.
- If there is a Table of Contents, remove all page numbers from it.
- If there is an Index, add a producer's note after the Index, see Indexes

in Libre Office

LibreOffice and OpenOffice can handle basic page numbering, but unfortunately do not handle changes in page numbering like Word does because it does not have the section break option. If matching page numbers is important, you must use Microsoft Word.