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.

We can follow the pagination of the original book by inserting page breaks at the appropriate points in the text.

- Insert page numbers in the header to match those in the Table of Contents.
- Use manual page breaks (`Ctrl/Cmd+enter`) to split pages where necessary, and section breaks to split new sections (see below).
- You can modify the styles to make everything fit on to a page.
- You will have to do a spot-check when the book is complete to ensure the page numbers match the index.

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 insert section breaks (see below).

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

NNELS will not retain print pagination, unless the user requests otherwise.

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 heading for the convenience of the reader. 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.

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