

# Book numbering in FrameMaker

## Front Matter

### First document of the Front Matter

Numbering: Start at page 1—typically with a lowercase roman page number

Pagination: Right-hand page; delete empty pages

### ALL middle documents of the Front Matter (if any)

Numbering: continue numbering from previous document

Pagination: Next Available page; delete empty pages

### Last document of the Front Matter

Numbering: continue numbering from previous document

Pagination: Next Available page; Make page count even or odd so document ends on left-hand page.

## Chapters

### First Chapter

Numbering: Chapter one, page one

Pagination: Right-hand page; Make page count even

### All other Chapters

Numbering: continue numbering from previous document for Chapter and Page<sup>1</sup>

Pagination: Right-hand page; Make page count even

### Book Folders<sup>2</sup>

Set chapter number on folder, not documents

Set page numbers in document (like front matter settings)

- Part 1: Right-hand page, delete empty pages; set page numbering as needed
- Middle parts: Next available page, delete empty pages; continue page numbering
- Last part: Next available page; continue page numbering; make page count even or odd so it ends on left-hand page

## Appendices

Generally, these are set up the same as *All Other Chapters*, except you may want to start the Chapter numbering as Uppercase Alpha. Page numbers are generally continued from previous document.

### Questions?

Contact David Creamer at IDEAS Training

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<sup>1</sup> Unless restarting page number for each chapter (e.g., 1-1, 2-1, 3-1, etc.) or using Book Folders for multi-part, single-chapter documents (e.g., part 1, part2, part3, etc.)

<sup>2</sup> If you use Groups, note that they do not affect book numbering; they are only for document organization