Add Compilation Cover Page

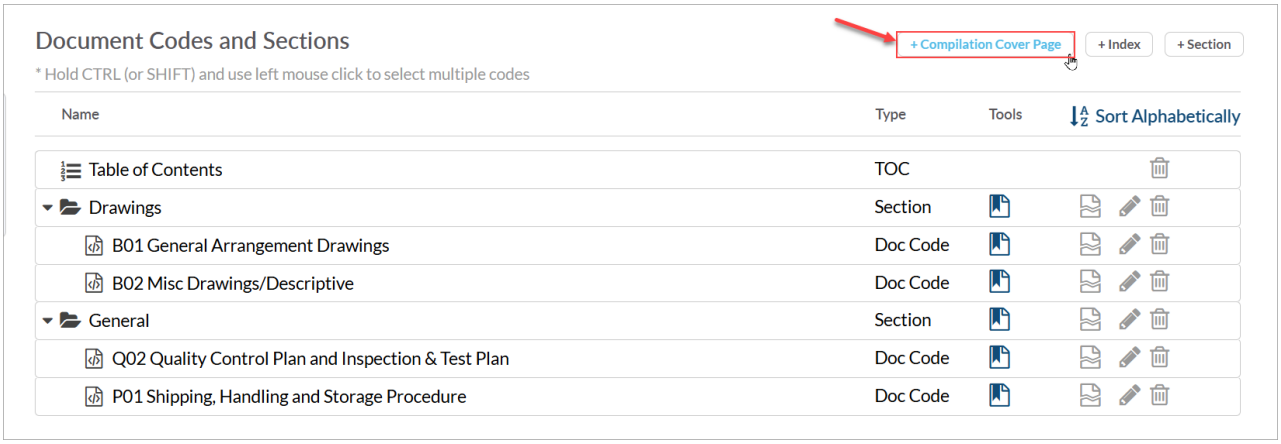
08/21/2026 9:59 am MDT

Instead of (or in addition to) a document cover page, a compilation cover page can be added directly into the structure of compilations/packages.

Adding a Compilation Cover Page

To add a compilation cover page, navigate to compilation editor (**Project Menu > Index Reports and Compilations**). In the compilation builder section, click the "+ Compilation Cover Page" button to add it to the structure.

Once added, a pop-up will appear where you can indicate whether or not a document cover page should be added upon submittal (***in addition to*** the compilation cover page).



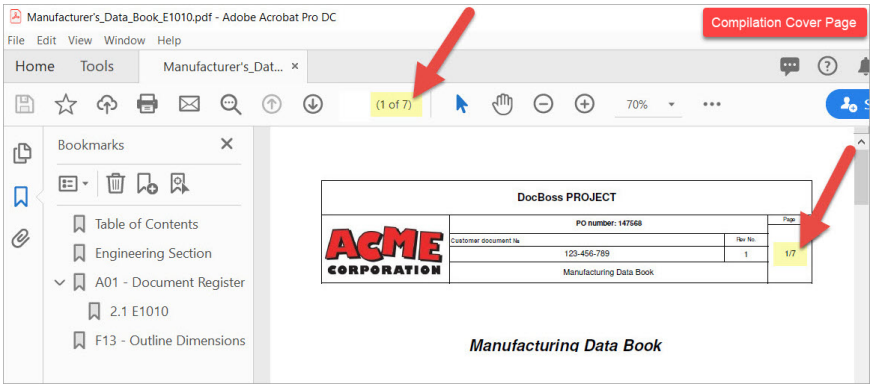
The compilation cover page layout depends on the template selected. For more information, see this article: Compilation Templates (and Layout Impacts).

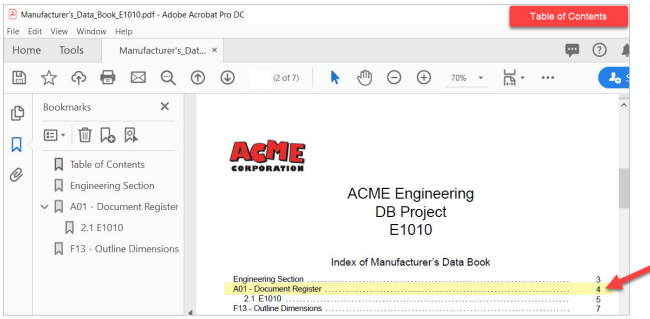
Why Use a Compilation Cover Page?

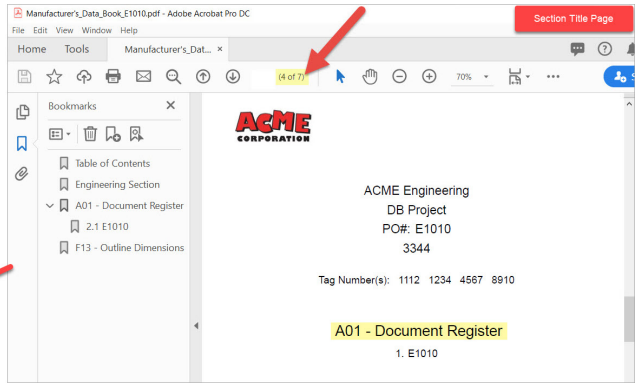
Using a compilation cover page (as opposed to a document cover page) is done in order to ensure accurate page numbering.

When a compilation is generated, the pagination is set based on the data inside the compilation. As such, the page numbering (reflected on the TOC and the pages themselves) does not reflect the addition of a document cover page(s). This is intentional, as a document cover page may or may not be added depending on the option selected in the "Cover Page/Stamps" column for the compilation doc code.

Because the compilation pagination is based on the documents in the compilation alone, adding a compilation cover page into the structure (and removing the document cover page) ensures that the page numbering is accurate on the cover page, the TOC, and in headers/footers (if applicable).







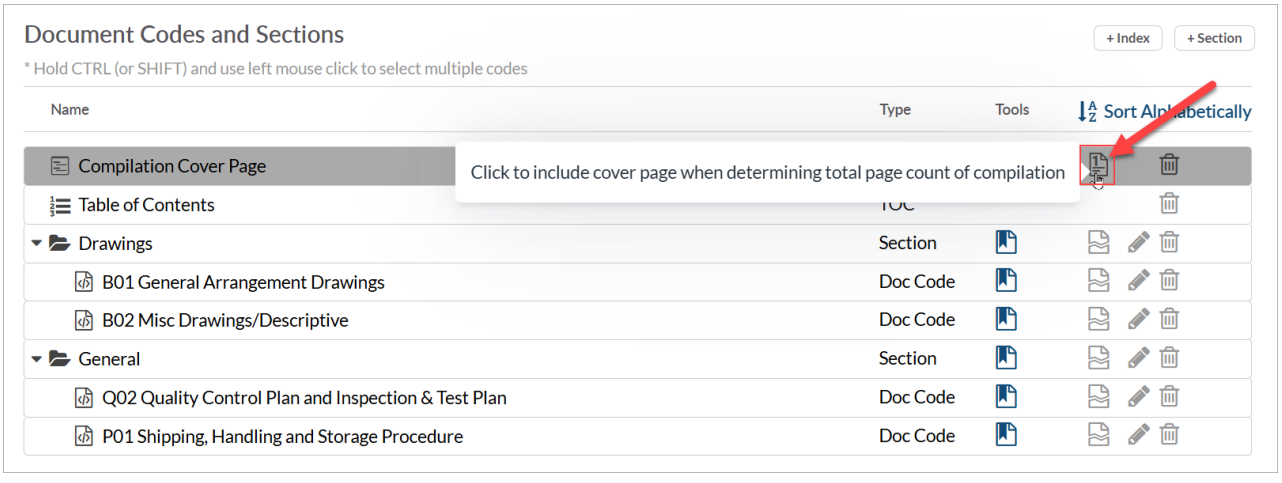
An additional added benefit of using a compilation cover page is the ability to generate the compilation with cover pages already applied.

Reminder: To see specific card details (e.g., doc numbers, etc.), the compilation must be linked to the doc code. For instructions on linking a compilation to a doc code, see this article: Attach Compilation/TOC to a Doc Code.

Compilation Cover Page Numbering

In the compilation builder section, there is the option to include or exclude the compilation cover page from the total page count. By default, it will be excluded but can be included by clicking the icon.

Generally speaking, if a compilation cover page is being used **in addition to** a document cover page, the option should be left disabled. If being used **in replacement of** a document cover page, the option should be enabled.



Variables:
The variable that generates the total number of pages is different for document cover pages and compilation cover pages. To generate the total page count, use the appropriate variable:

Document Cover Page: <Document_Pages>
Compilation Cover Page: <TotalPages>