**Add a Cover Page in Word**



**1.** Click on the **Insert** tab in the *Office Ribbon*.

**2.** Click on the **Cover Page** button in the *Pages* group.

**3.** Choose a Cover Page template from the list.

***Note:*** *When you insert the cover page, it will become the first page of the document you are working on.*



**3.** Add information to cover page. Use the pre-formatted text boxed for best results.



The transformed cover page…much better.



You can customize the cover page by using the tools available in the Office Ribbon.



**A.** The available cover page templates not enough? You can always use the More Cover pages from Office.com link to access (**B**) more templates.

**Cover Pages Available**

