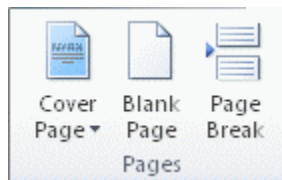


Microsoft Word 2010: Add a Cover Page

Microsoft Word offers a gallery of convenient predesigned cover pages. Choose a cover page and replace the sample text with your own.

Cover pages are always inserted at the beginning of a document, regardless of where the cursor appears in the document.

1. On the **Insert** tab, in the **Pages** group, click **Cover Page**.



2. Click a cover page layout from the gallery of options.

After you insert a cover page, you can replace the sample text with your own text by clicking to select an area of the cover page, such as the title, and typing your text.

NOTES

- If you insert another cover page in the document, the new cover page will replace the first cover page you inserted.
- To replace a cover page created in an earlier version of Word, you must delete the first cover page manually, and then add a cover page with a design from the Word gallery.
- To delete a cover page inserted with Word, click the **Insert** tab, click **Cover pages** in the **Pages** group, and then click **Remove Current Cover Page**.