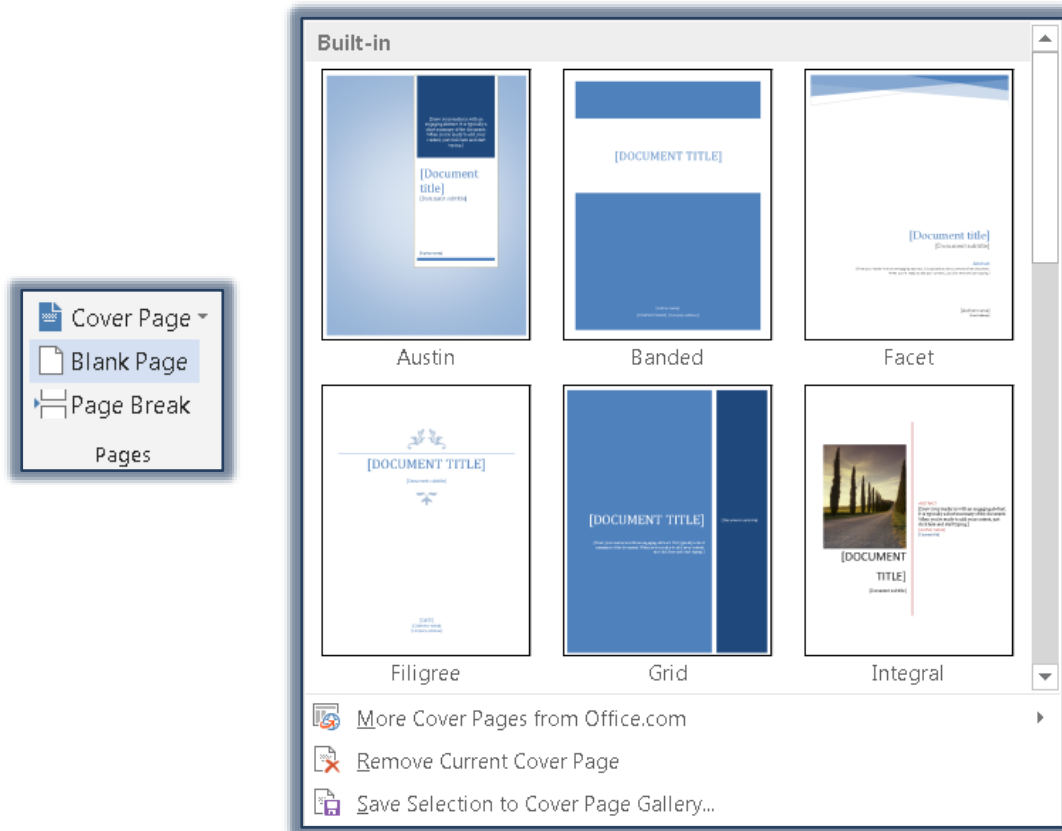


Create a Cover Page

This feature is used to create a completely formatted Cover Page for a document. Once the page is created, the personalized text just needs to be filled in. The title for the page will default to the File Name for the document. The **Cover Page** is always inserted as the first page of the document.

- ✦ Click the **Insert Tab**.
- ✦ In the **Pages Group**, click the **Cover Page** button (see illustration below left).



- ✦ A gallery of different **Cover Pages** will display (see illustration above right).
- ✦ Scroll through the list to see additional **Cover Pages**.
- ✦ Click the **Cover Page Design** that is to be inserted into the document.
- ✦ Click **Remove Current Cover Page** to remove the current cover page from the document.
- ✦ When a different **Cover Page** is inserted into a document, the previous **Cover Page** will be removed.
 - ★ The **Cover Page** will always appear as the first page of the document.
 - ★ Select the **Placeholders** in the **Cover Page** to personalize the page.
 - ★ Placeholders can be deleted from the page if they are not needed.