**Add a Cover Page in Word**

[](http://www.gilsmethod.com/wp-content/uploads/2010/05/boringcoverpageinword2010a.png)

**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.

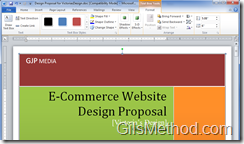
***Note:*** *When you insert the cover page, it will become the first page of the document you are working on.*

[](http://www.gilsmethod.com/wp-content/uploads/2010/05/boringcoverpageinword2010b.png)

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

[](http://www.gilsmethod.com/wp-content/uploads/2010/05/boringcoverpageinword2010c.png)

The transformed cover page…much better.

[](http://www.gilsmethod.com/wp-content/uploads/2010/05/boringcoverpageinword2010d.png)

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

[](http://www.gilsmethod.com/wp-content/uploads/2010/05/boringcoverpageinword2010e.png)

**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**

[](http://www.gilsmethod.com/wp-content/uploads/2010/05/boringcoverpageinword2010f.png)