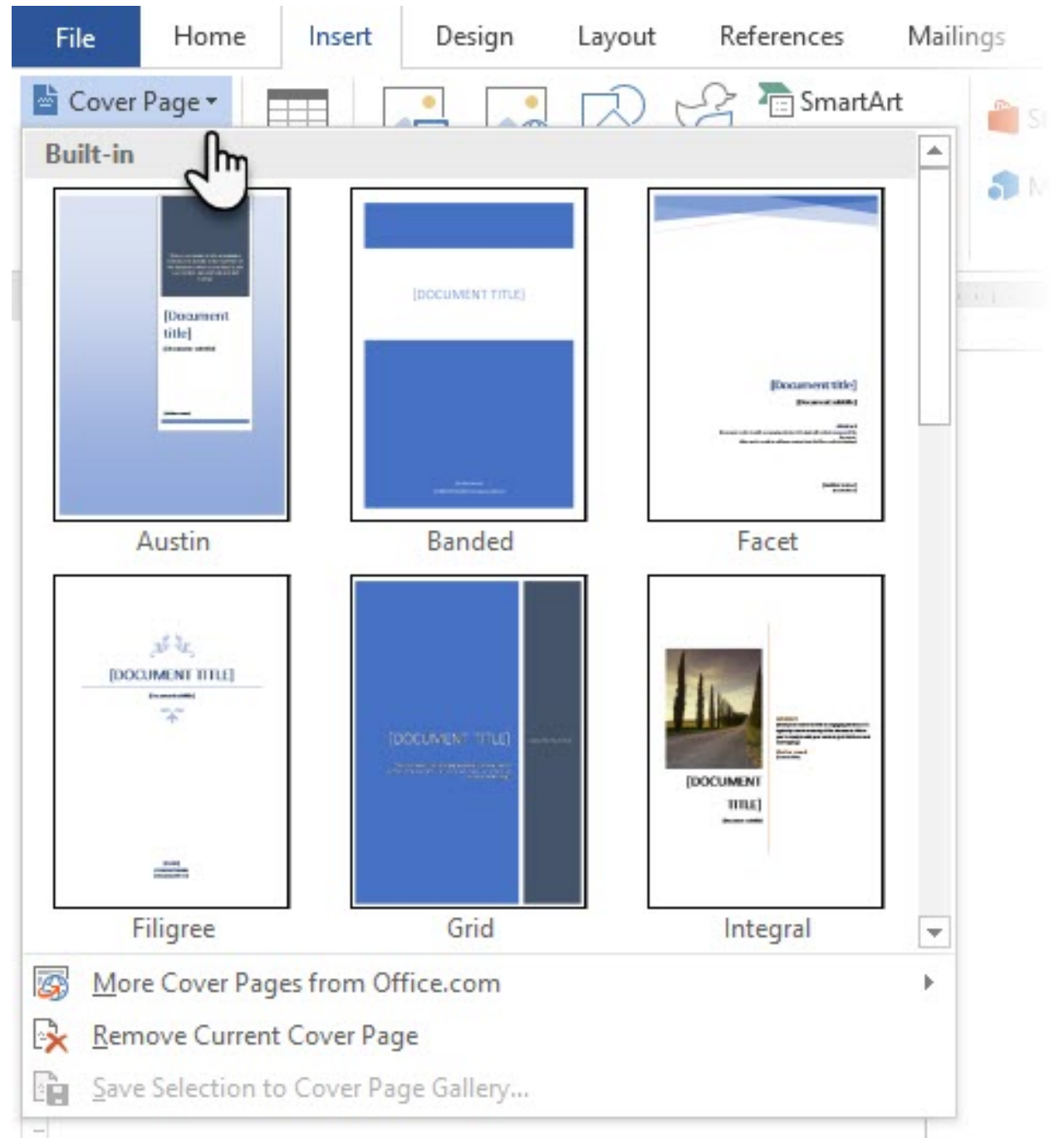# Cover pages

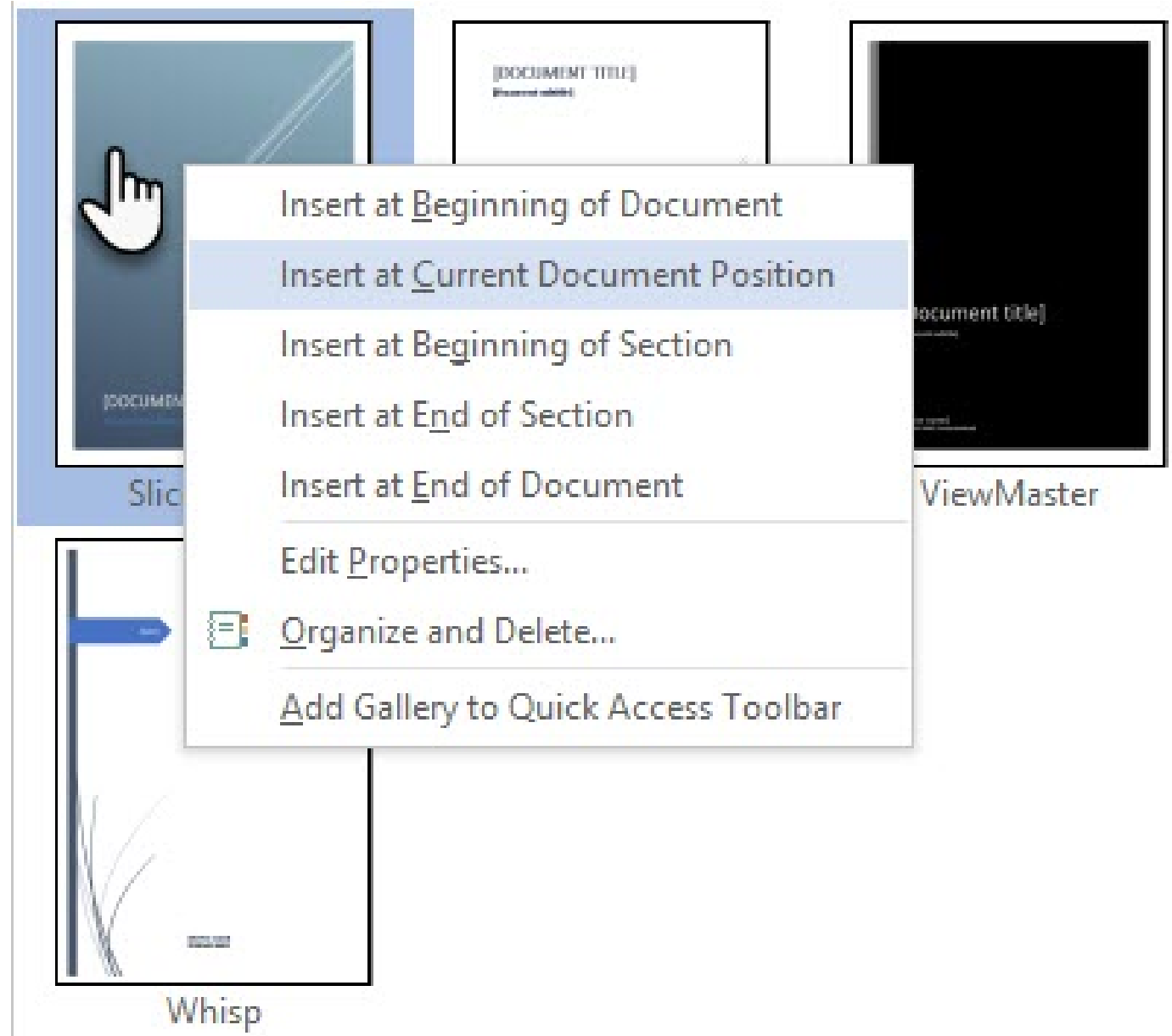## MS Word 2016

https://www.makeuseof.com/tag/how-to-easily-make-an-attractive-cover-page-in-ms-word-2007/

Open a new Word document. Click on the **Insert** menu on the ribbon. The dropdown for Cover Page is the first feature you will spot on the menu (under Pages). Click on tiny arrow next to it and open the inbuilt gallery of templates. Pick one from the **16 pre-formatted templates** and three more on Office.com.

Select the one you like and click on it. The cover page appears at the beginning of the document by default. But to place it in any other location, **right click on the cover page thumbnail** in the gallery and select from the options given. Though, am not sure why you would want to!

Slic

Insert at Beginning of Document

Insert at Current Document Position

Insert at Beginning of Section

Insert at End of Section

Insert at End of Document

Edit Properties...

Organize and Delete...

Add Gallery to Quick Access Toolbar

ViewMaster

Whisp

Customize Individual Fields

Click on each pre-formatted field (the square brackets) and the whole thing gets highlighted with a blue field label on top. Type in your version for the given field. The author name might appear by default if the Office installation is in your name. Place the common information in **Quick Parts** and you don't have to bother with typing them again and again.

ABSTRACT

[Draw your reader in with an engaging abstract typically a short summary of the document. When you're ready to add your content, just click here start typing.]

Author

Saikat Basu

[Course title]

Change the date fields with the drop-down arrow and select a date from a calendar. You can format all fields just like normal text.

You can easily edit graphical cover page elements like any other image. Just click on the graphic to display the **Drawing Tools** and **Picture Tools** menus on the Ribbon.
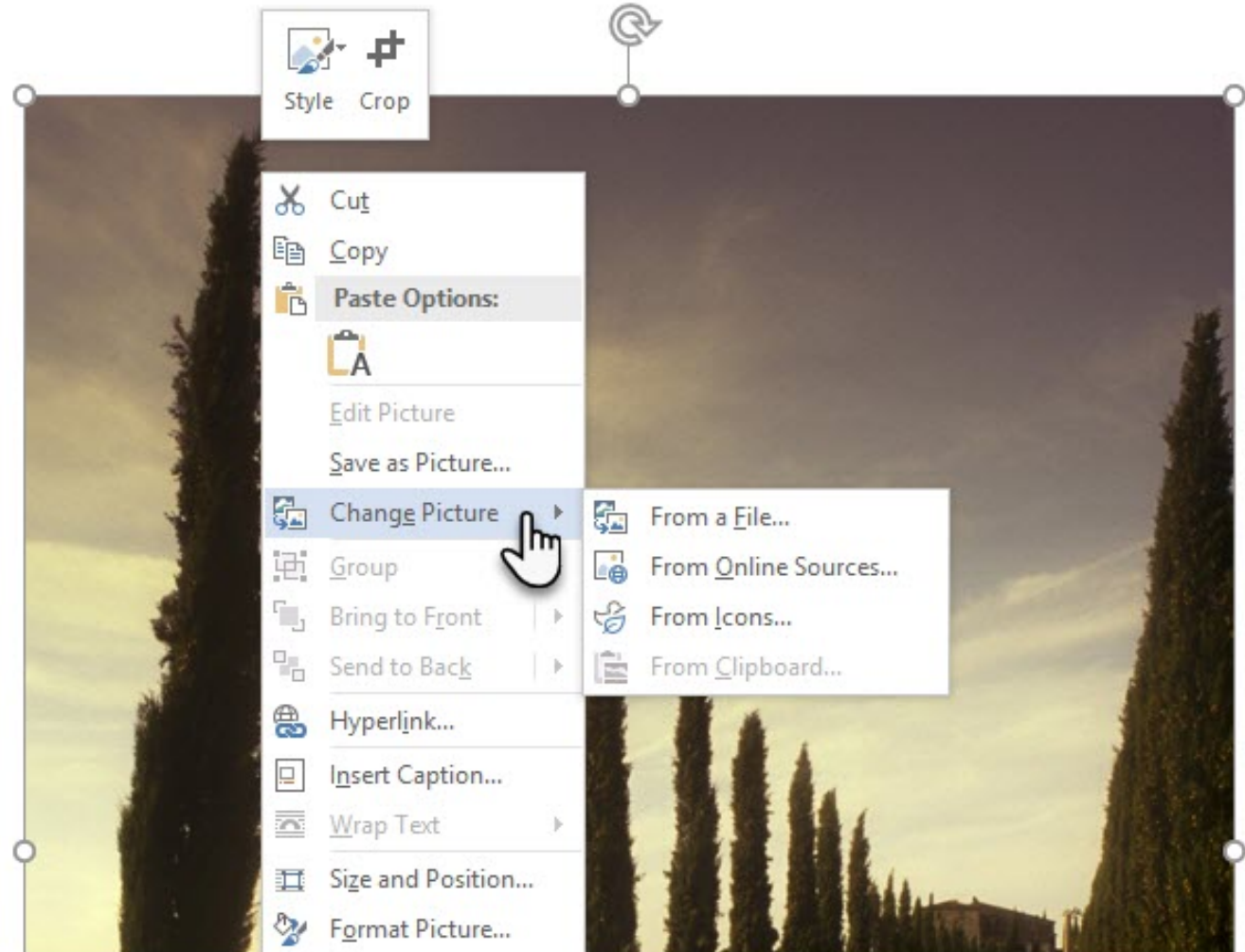
Change the Design on the Fly

Customizing a pre-formatted cover page is a piece of cake. The templates consist of formatted controls and graphic boxes that come in different color themes. So, you can change any part of the template on the fly.

Notice a picture on the cover page template? Maybe, you would like to swap it out with a logo or another more appropriate image. Just right click on the picture and click **Change Picture** in the context menu.

Changed your mind about the entire cover page? While working on one cover page, you can change it for another cover page by selecting a new template from the drop-down. The new template retains the field entries.

f you would like to save the cover page for later use in another document, select the entire cover page. Click on **Insert > Cover Page > Save Selection to Cover Page Gallery**. You can use the same menu to remove a selected cover page from the gallery.

Filigree

Grid

Integral

More Cover Pages from Office.com

Remove Current Cover Page

Save Selection to Cover Page Gallery...