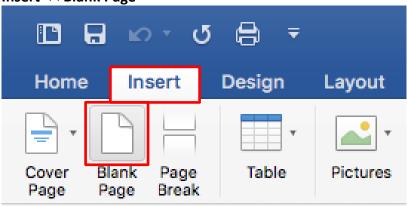
# Blank and Cover Pages

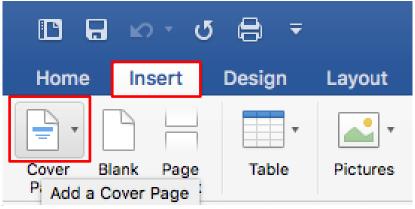
### Inserting a Blank Page

**Click** on the page that you want to come before the blank page. **Insert** << **Blank Page** 



## Inserting a Cover Page

The cover page will be automatically inserted at the beginning of the document. **Insert << Cover Page** 



THE EXPERIENCE YOU NEED & THE SUPPORT TO SUCCEED



#### LIBRARY AND LEARNING SERVICES STUDY GUIDE | BLANK AND COVER PAGES MAC www.2.eit.ac.nz/library/OnlineGuides/Blank and Cover Pages Mac.pdf



#### A dropdown menu will appear

**Select** the one you prefer and it will immediately be inserted. You can then change aspects of it and customise it as required.



THE EXPERIENCE YOU NEED & THE SUPPORT TO SUCCEED