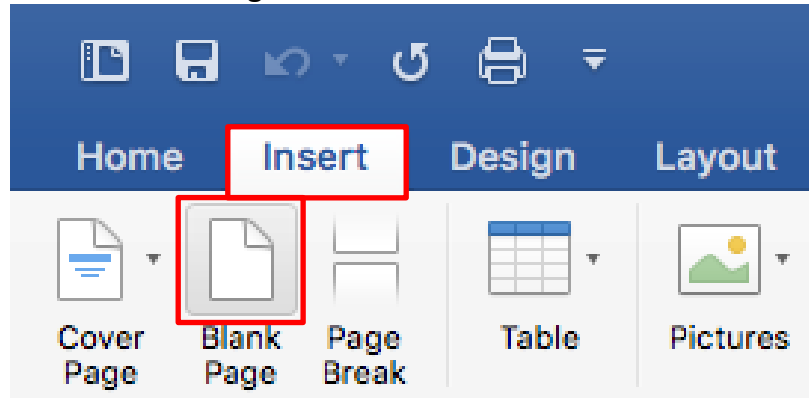


Blank and Cover Pages

Inserting a Blank Page

Click on the page that you want to come before the blank page.

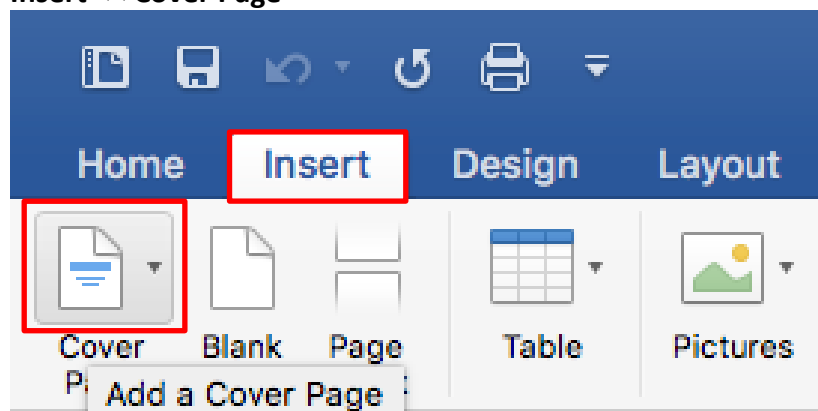
Insert << Blank Page



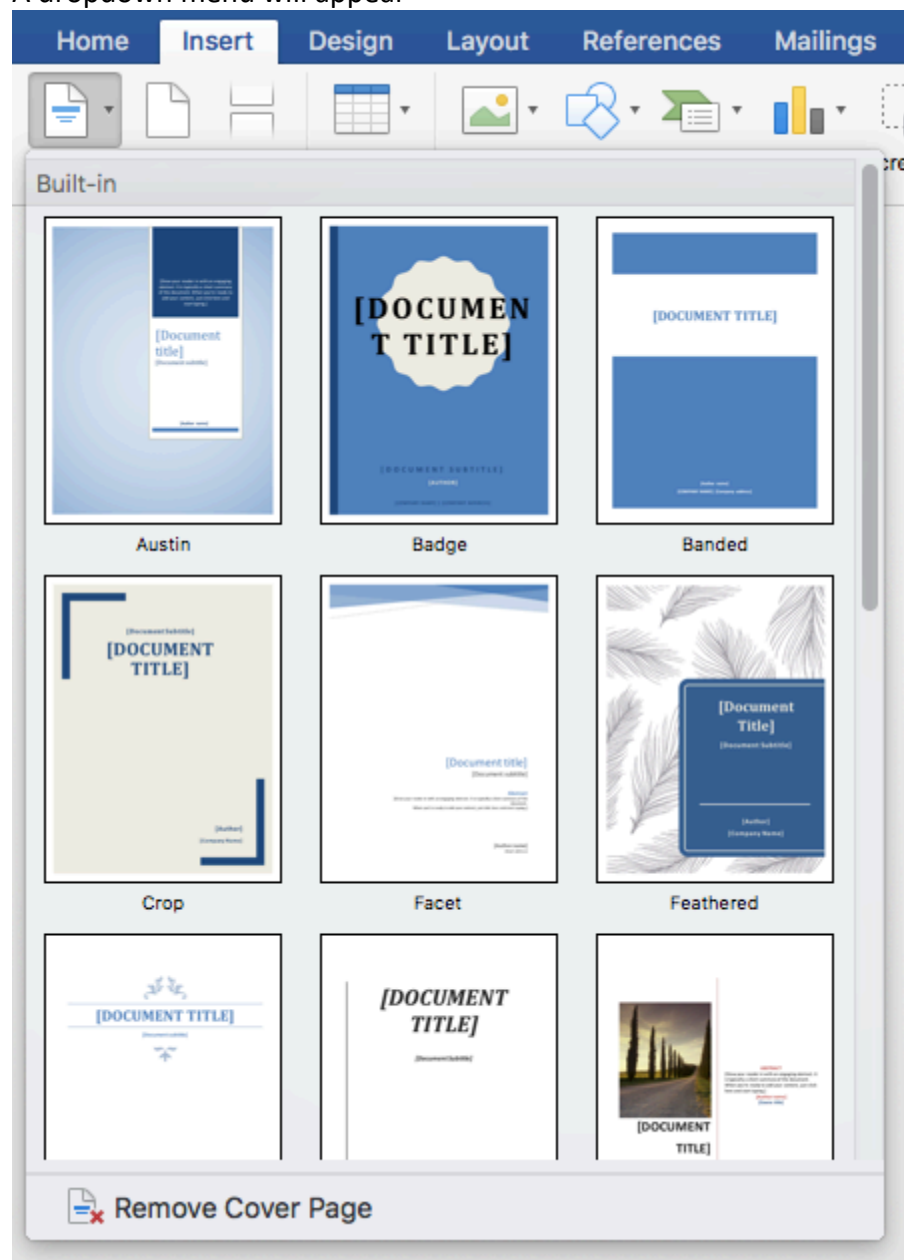
Inserting a Cover Page

The cover page will be automatically inserted at the beginning of the document.

Insert << Cover Page



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.