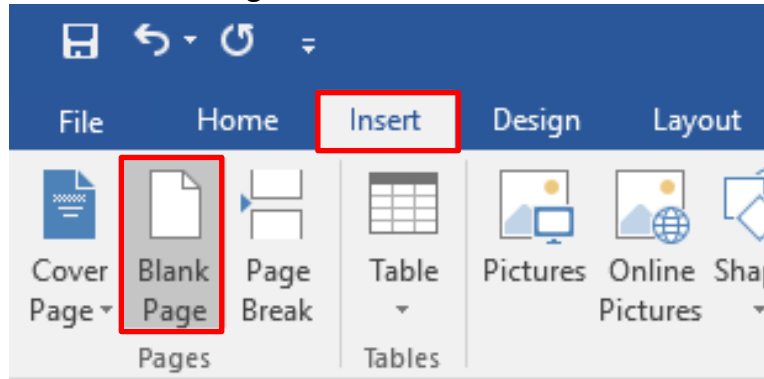


## Blank and Cover Pages

### Inserting a Blank Page

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

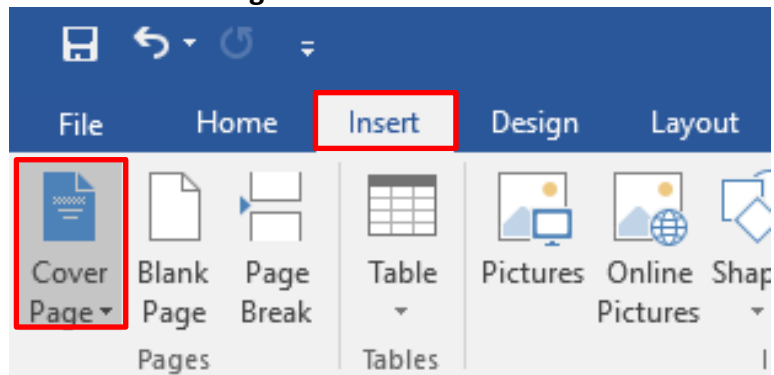
**Insert << Blank Page**



### 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.