

How to make a cover in Word - How to create a cover page in Word

How to make a cover in Word - How to create a cover page in Word. Once you've finished the report, the final thesis you need to do is give the report a beautiful cover that will impress the examiner. The following article will help you create your own cover page tr

Once you've finished the report, the final thesis you need to do is give the report a beautiful cover that will impress the examiner. The following article helps you create your own cover page in Word 2016.

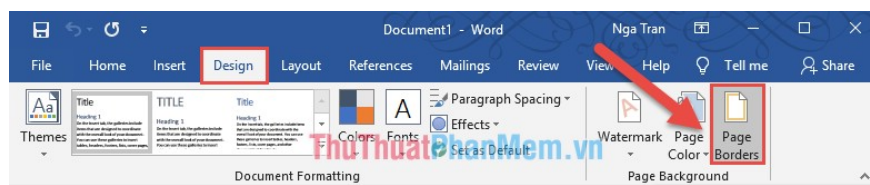


There are 2 ways you can create a cover page for your report:

- Method 1: Use tools available in Word.
- Method 2: Use the **Insert Shapes** tool .

1. Use tools available in Word

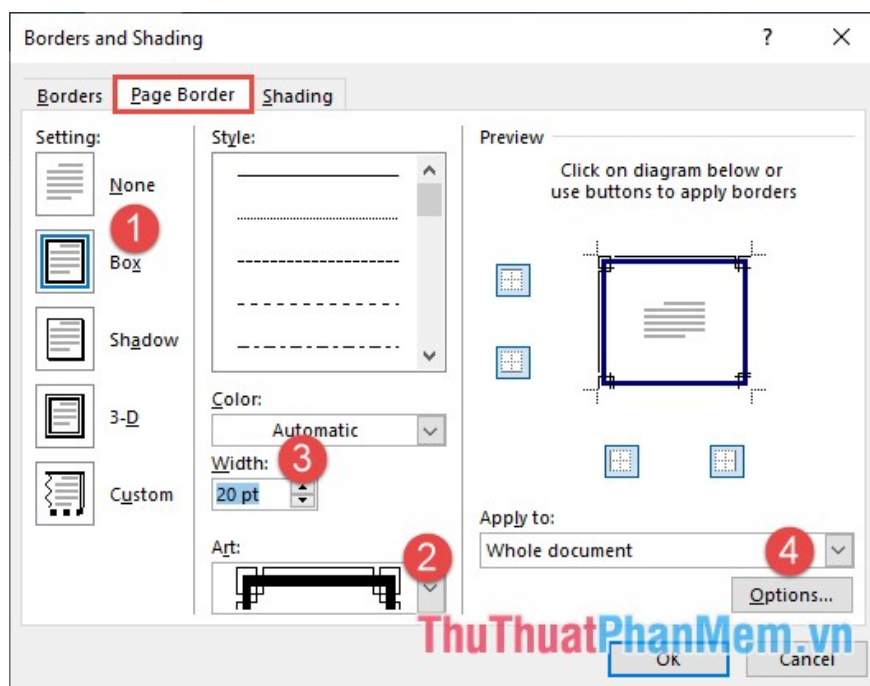
Step 1: To create a fast cover you just go to **Design** tab -> **Page Borders**:



Step 2: The dialog box appears and select **Page Border** tab then make the following options:

- In **Setting:** click **Box** to create the border of the whole page of text.
- In **Art:** Select the type of border you want to create
- In **Width:** Select the thickness for the border.
- In **Color** : Select the color for borders.

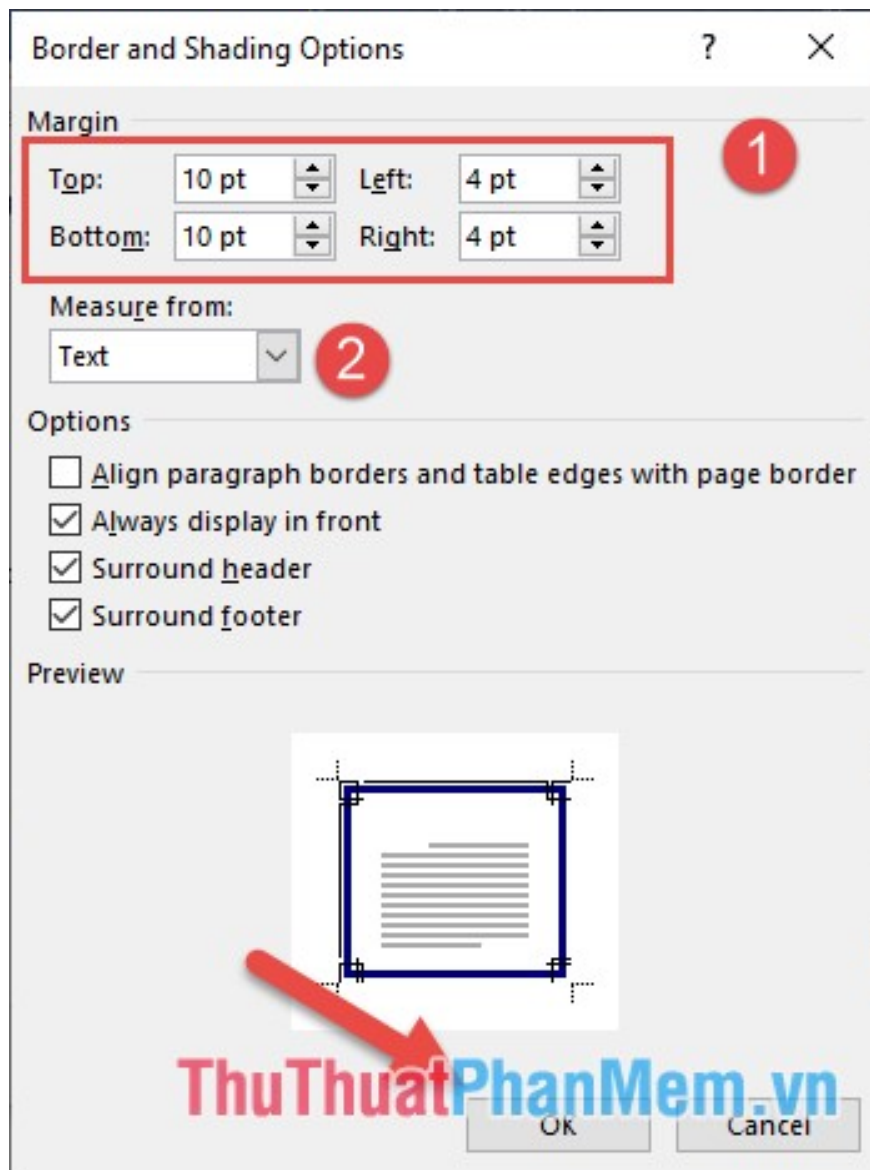
Finally, when you have finished formatting the borders, click **Options** to align the borders on the page:



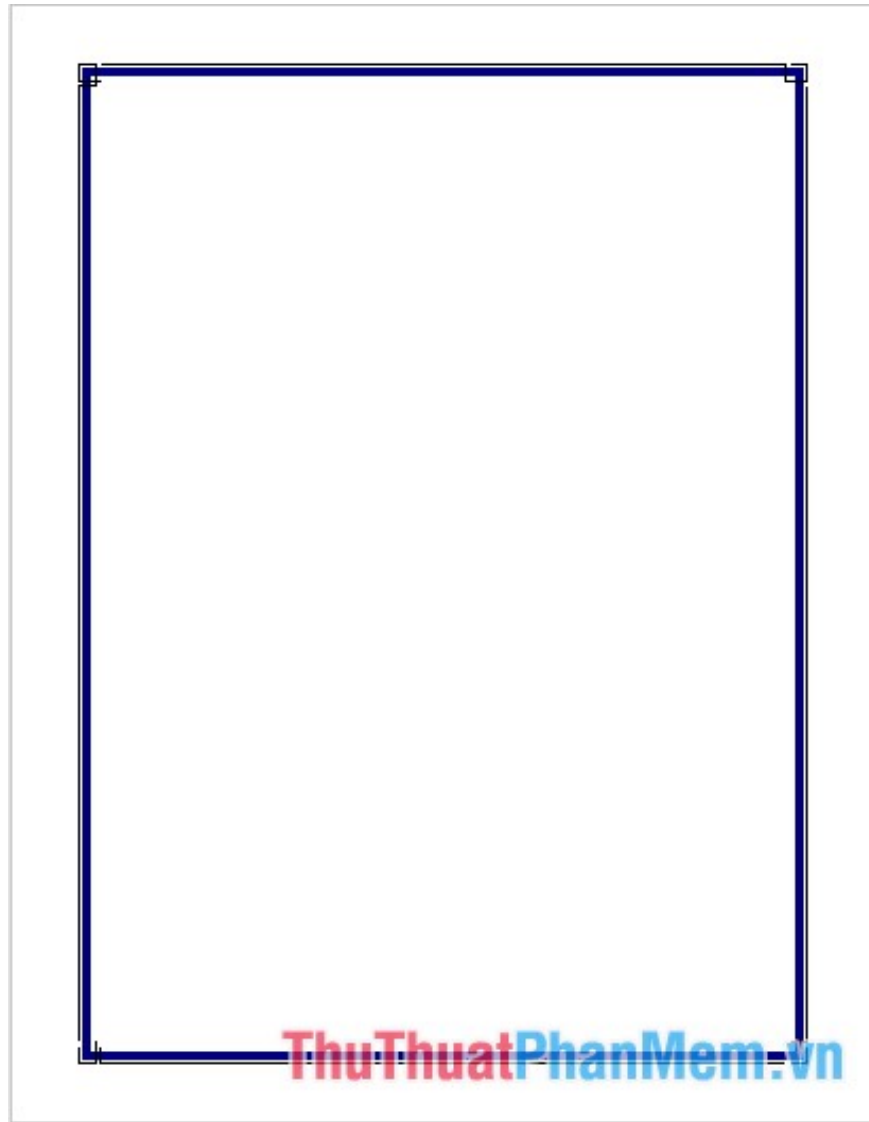
Step 3: After clicking **Options** -> The dialog box appears, make the following options:

1. In the **Margin** section, choose the distance to align the margins,
2. In the **Measure from** section, choose how to determine the distance between the margins and the word or the border. Here choose how to determine the distance between the margins and the word.

Finally, click **OK**



Step 4: The result has created the cover page:

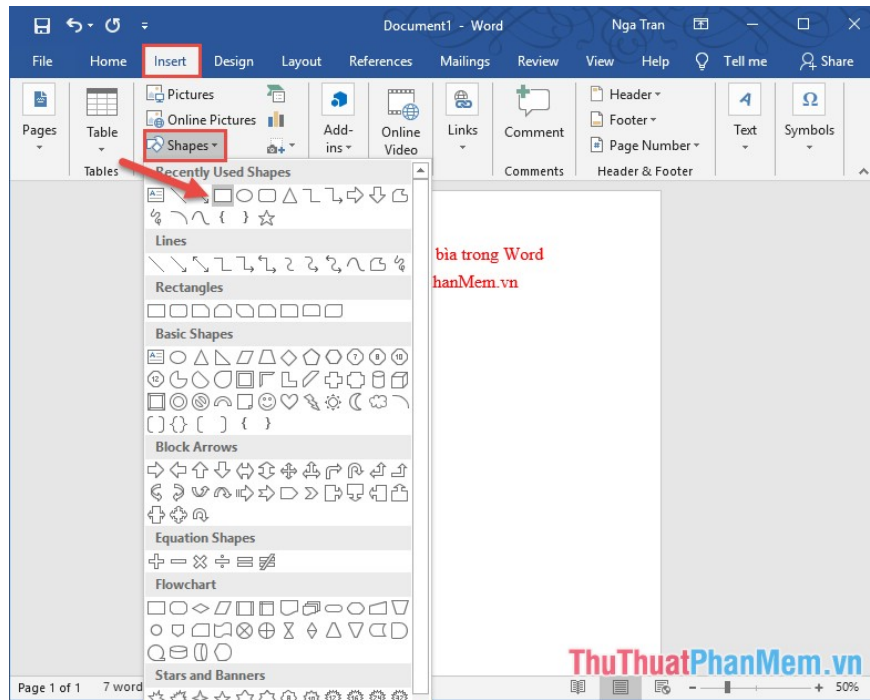


Step 5: Finally, you only need to insert the content for the created cover page.

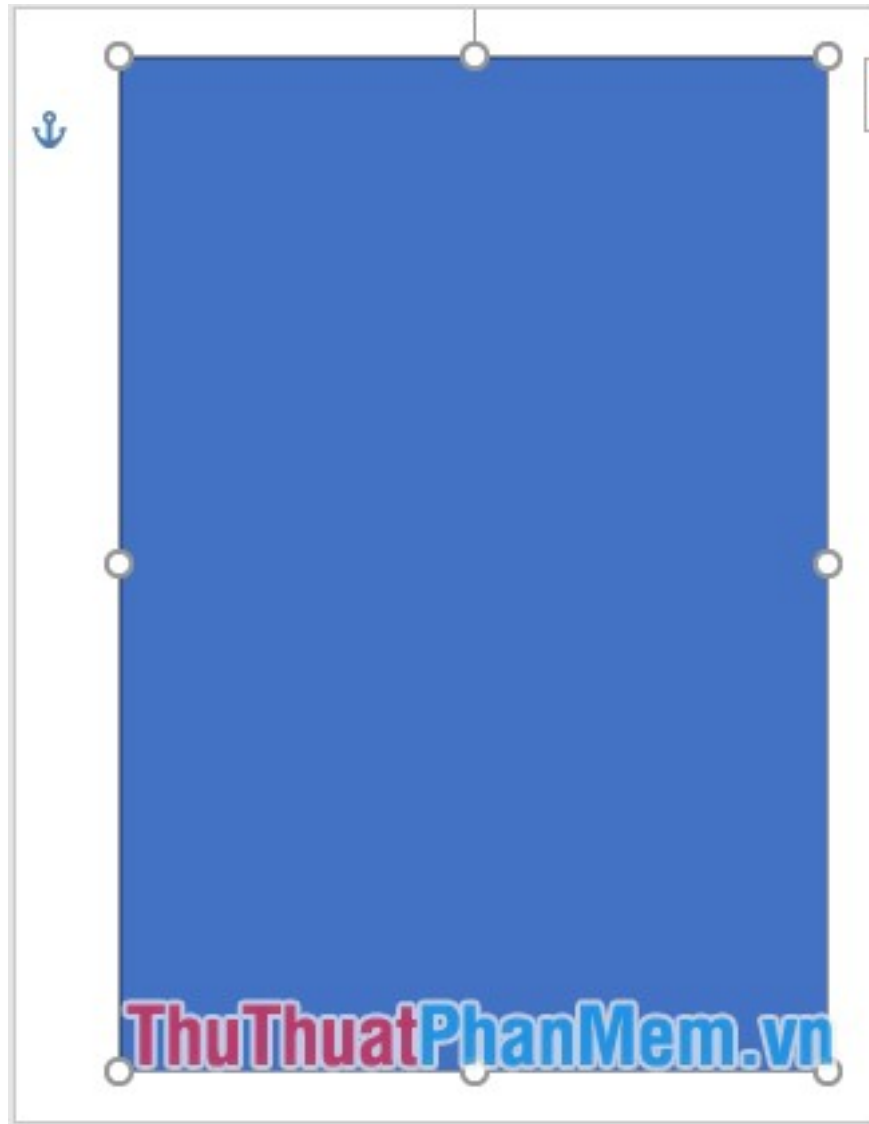
However, with this method, the fixed cover frame cannot move the position of the cover frame. Want to move the cover frame in the page you can create the cover in the 2nd way.

2. Use the Insert Shapes tool

Step 1: Place the cursor on the page you want to create the cover page -> on the **Insert** tab -> **Shapes** -> click the rectangle icon:

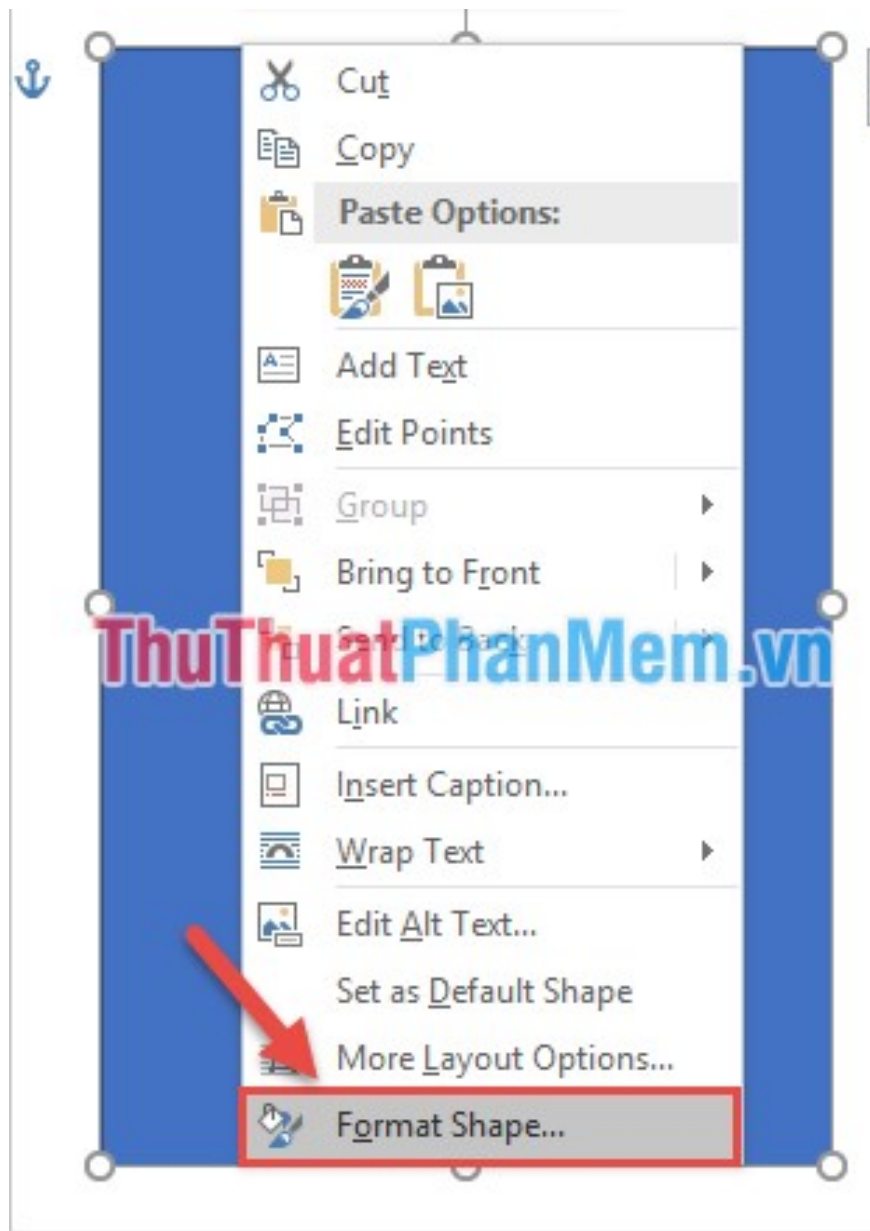


Step 2: Draw a rectangle on the page with the edge of the rectangle as the cover frame:



Step 3: Remove the background color and create a border for the cover frame:

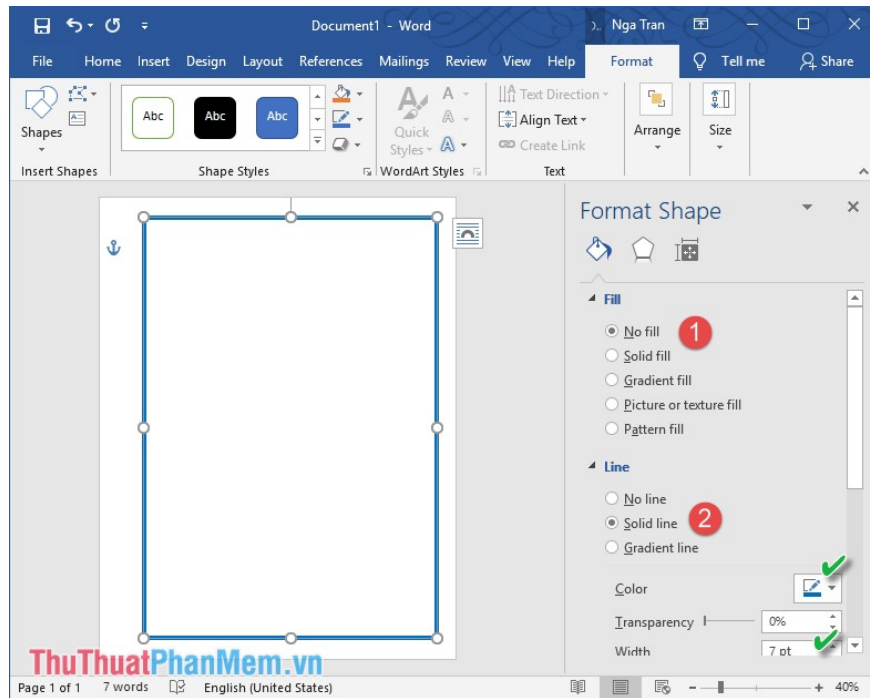
Right-click the newly created rectangle -> select **Format Shape** .



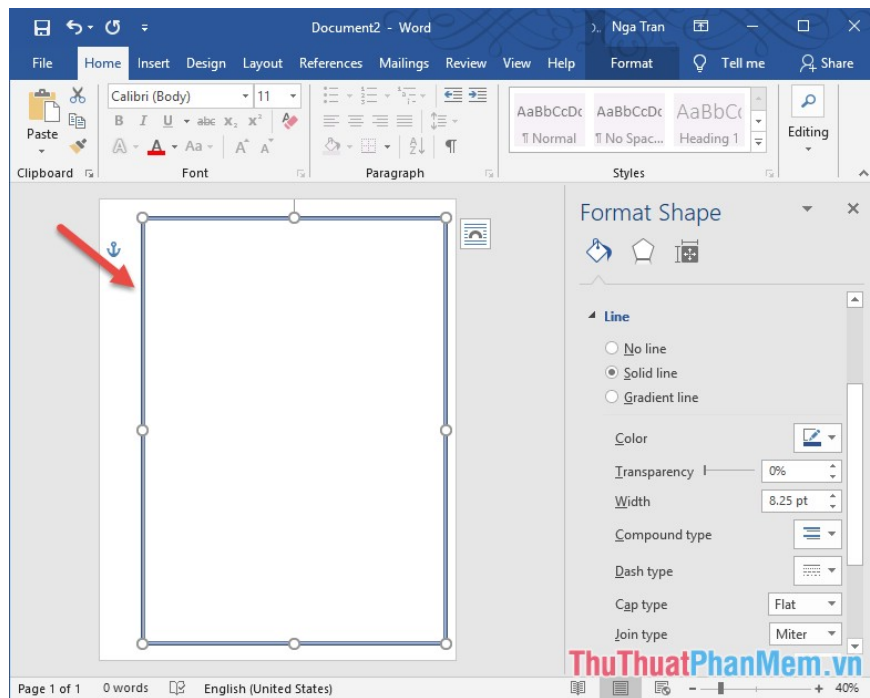
Step 4: The **Format Shapes** window appears:

- In **Fill**: Click **No fill**.

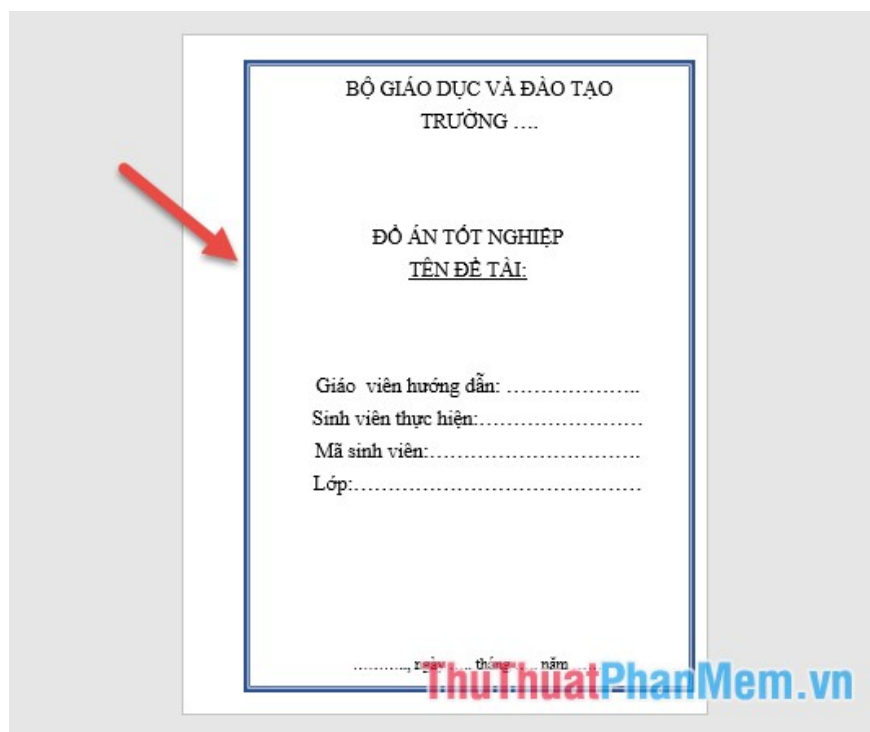
- In **Line**: Click **Solide line** -> select border color in **Color**, select border thickness in **Width**:



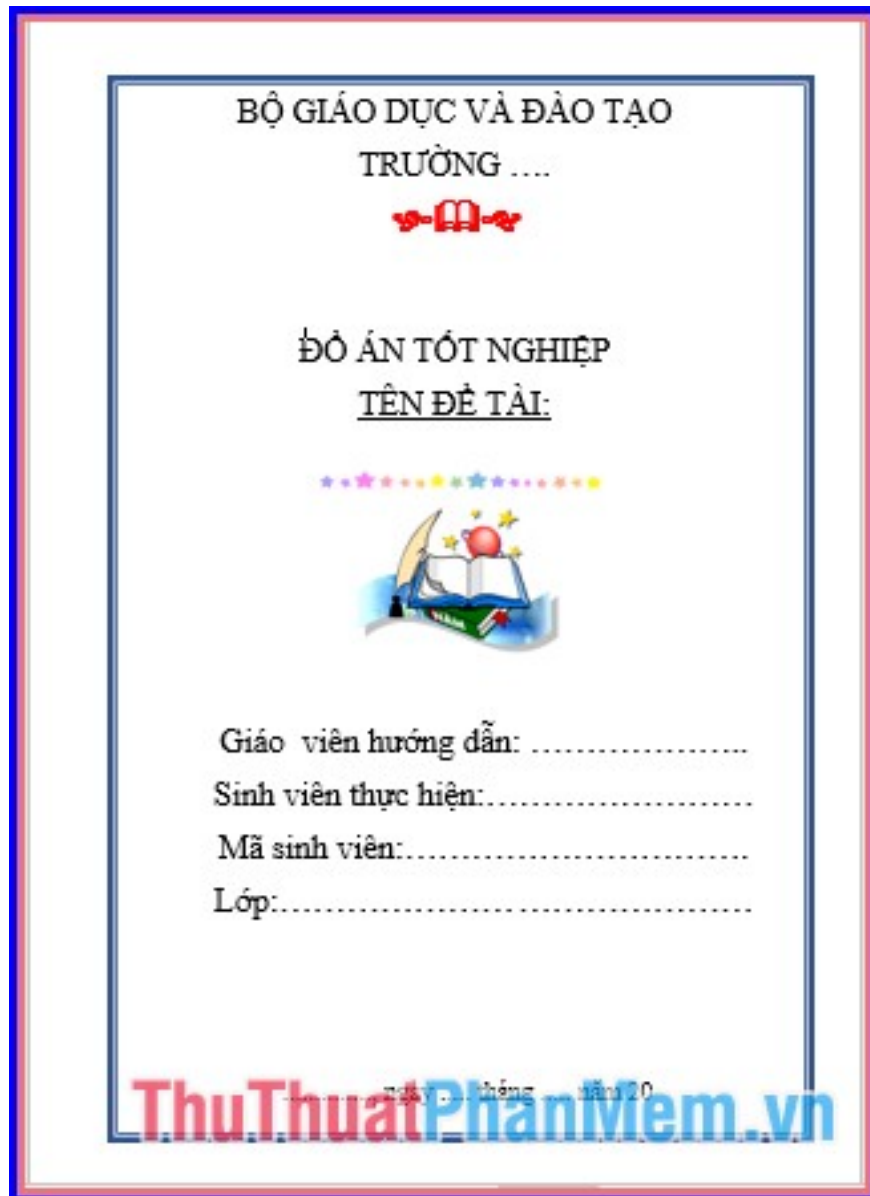
Step 5: Results you have created the desired cover frame:



Step 6: Insert content for the cover, you can right-click **Add Text** or insert **Textbox** -> results of inserting content for the cover:

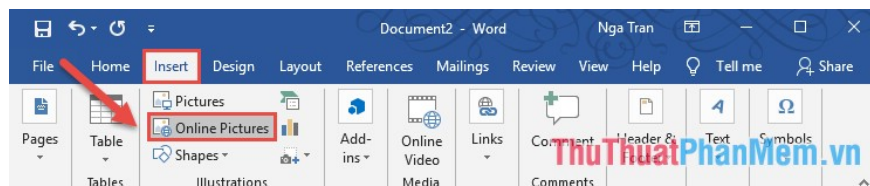


Step 7: Insert animated icons for the cover page by going to the **Insert** tab -> **Symbol** or searching for symbols on the **Internet**, the results you have created the cover page:



This way you can move the position of the cover frame and the text content will move when moving the frame, but this way has the disadvantage that the cover frame pattern is not as diverse as the way 1.

Alternatively you can insert an available cover frame online by going to **Insert** tab -> **Online Picture**:



The dialog box appears, enter **Border clipart** to search the cover frame on the internet -> press **Enter** the results of the cover frame models showing you just click the cover frame you want to use -> select **Insert**:



Above are some simple ways to help you quickly create the cover frame as you like. Good luck!

You finished reading the article "**How to make a cover in Word - How to create a cover page in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.