

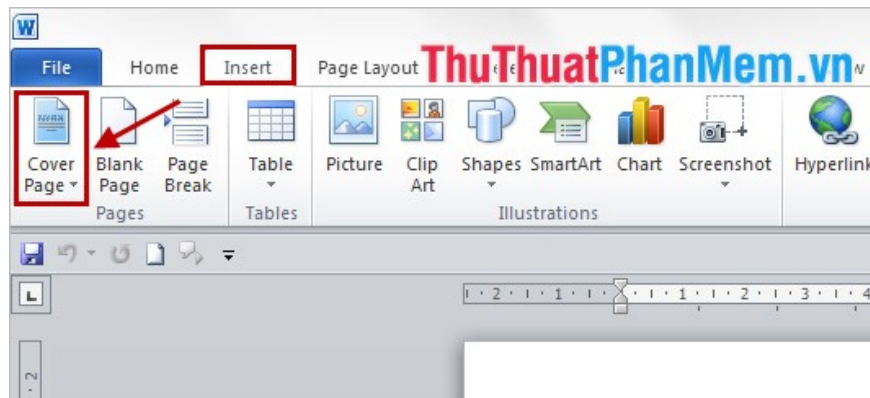
# Instructions for creating a cover page in Word

When you edit documents or documents in Microsoft Word, creating a cover for your documents to attract readers is essential. The beautiful cover page and the content of the document will be more interesting for the reader.

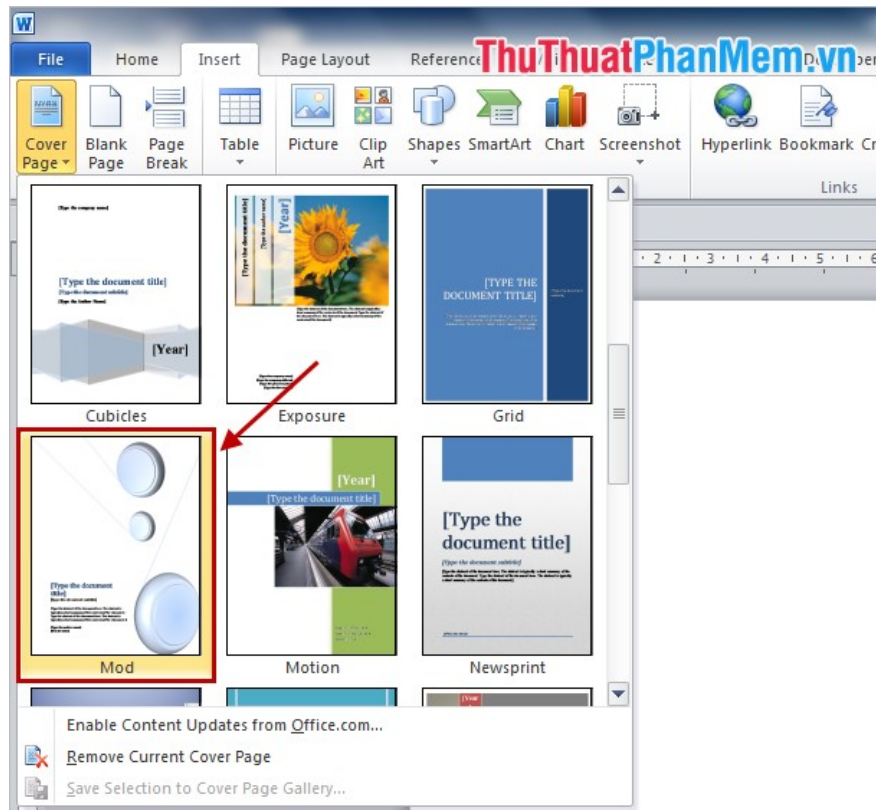
When you edit documents or documents in Microsoft Word, creating a cover for your documents to attract readers is essential. The nice cover page and the content's content will be more interesting when the reader begins to interact with your document. So to create a beautiful cover you need to do? The following article will guide you how to create beautiful covers in Word. Please follow along.

## 1. Use cover templates available in Microsoft Word.

**Step 1:** Select the **Insert** tab on the **Ribbon** , then select **Cover Page** in **Pages** .

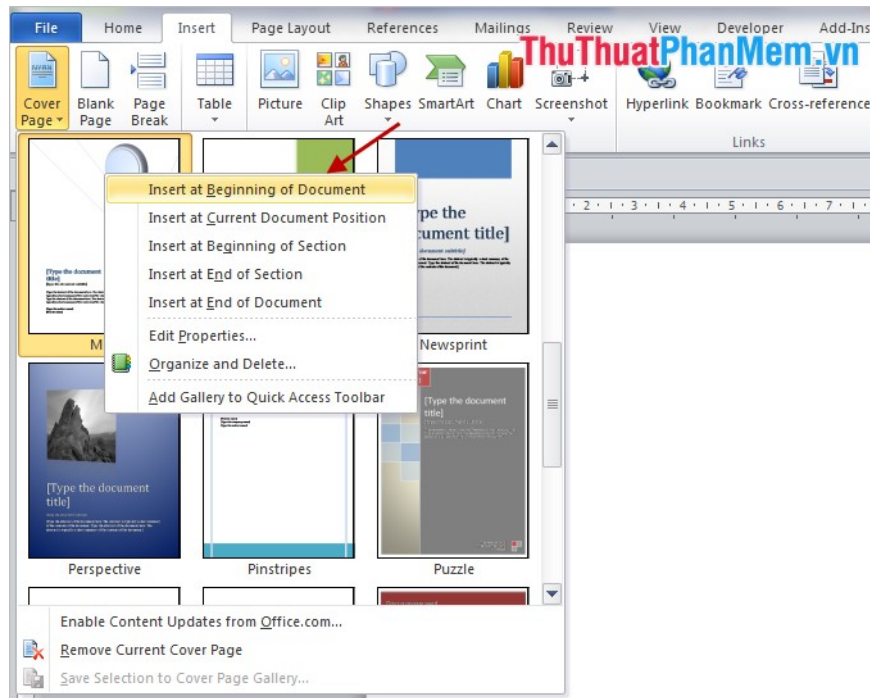


**Step 2:** **Cover Page** shows the available cover templates of Microsoft Word, you choose your own cover template that you like.

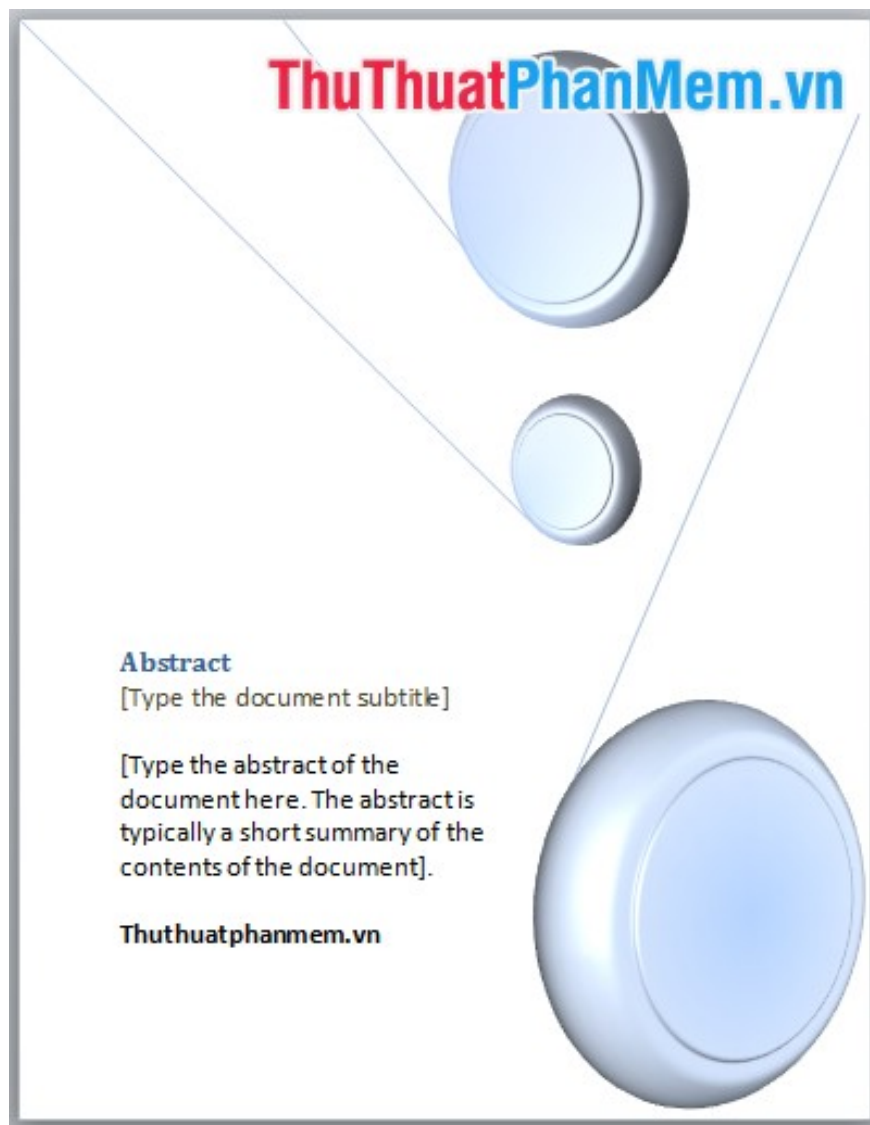


The default cover page will appear on the first page, but you can place the cover anywhere in the document, right-click on the cover template and choose the cover location:

- **Insert at Beginning of Document:** insert at the beginning of the document.
- **Insert at Current Document Position:** insert the current position of the document.
- **Insert at Beginning of Section:** insert at the beginning of the section.
- **Insert at End of Section:** insert at the end of the section.
- **Insert at End of Document:** insert at the end of the document.



**Step 3:** After selecting the cover template, the cover template you choose will be displayed in the Word editor, you just need to edit the title and content to suit your document.



So very quickly you have created for your document a cover page. But sometimes the templates available do not match the content of your document and you want a nice cover and the document.

You can create beautiful covers for your documents as follows:

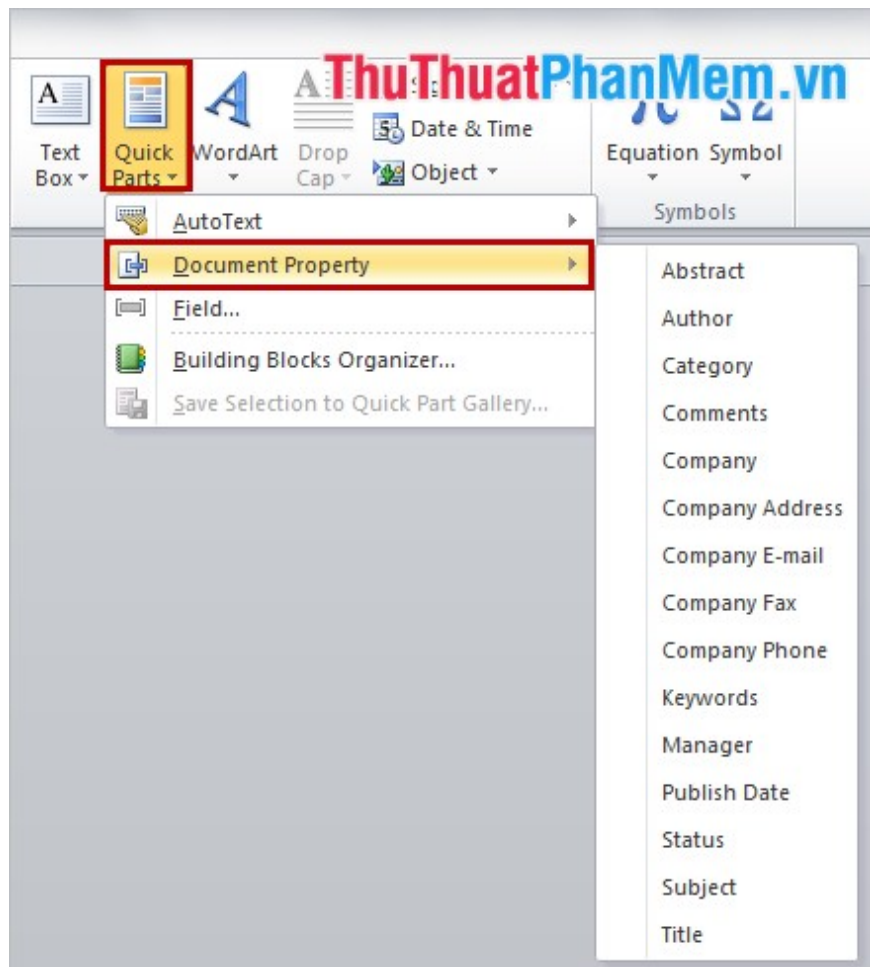
## 2. Create your own beautiful cover page for Word documents.

**Step 1:** You need to create ideas for your cover page, then design on Word.

Select **Insert** -> **Quick Parts** -> **Document property** -> select and enter the information you want such as title, author name .

- **Abstract:** introduction.
- **Author:** the author's name.
- **Category:** category.

- **Company:** company name.
- **Title:** title.
- **Keywords:** keyword .



An example of designing a cover is as follows:



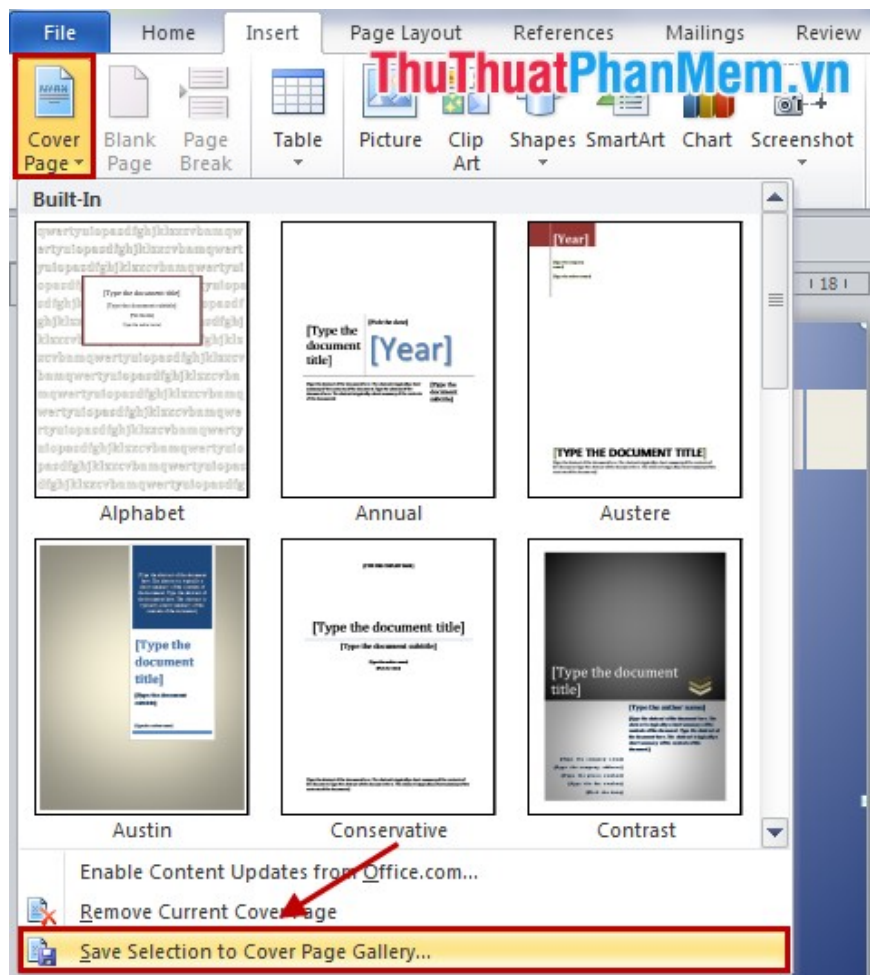
# Tình yêu và cuộc sống

*[Type the document subtitle]*

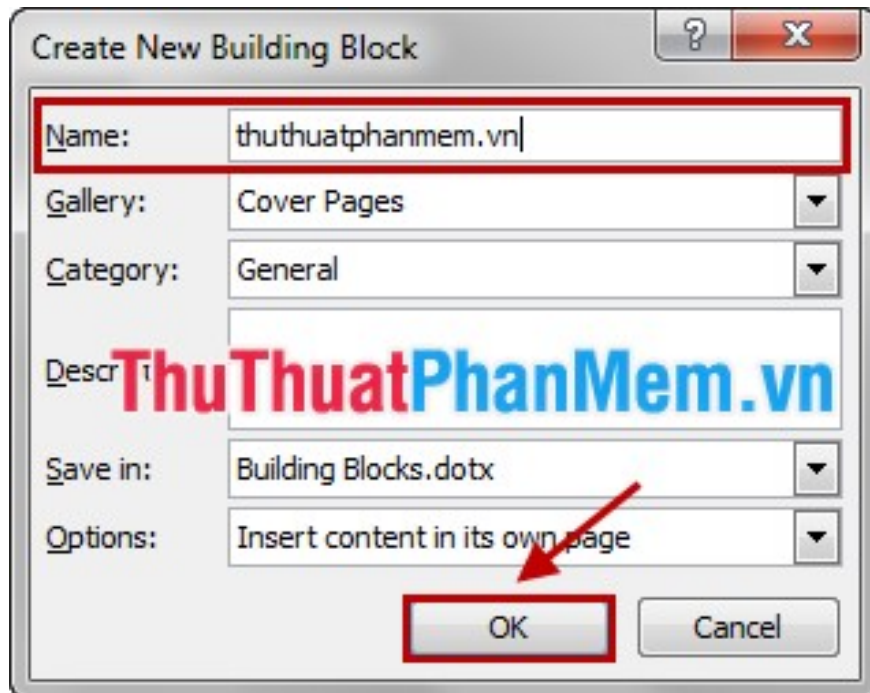
*[Type the abstract of the document here. The abstract is typically a short summary of the contents of the document. Type the abstract of the document here. The abstract is typically a short summary of the contents of the document.]*

**Step 2:** Once you've created a satisfactory and suitable cover, you can save it for future use.

Select **Insert** -> **Cover page** -> **Save selection to cover** .



The **Create New Building Block** dialog box appears, enter the name in the **Name** field and click **OK** .



So you can create beautiful covers for your Word documents, in addition you can refer to the article about beautiful cover templates for Word documents so that you can create yourself a beautiful cover page. and the most suitable. Good luck!

You finished reading the article "**Instructions for creating 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.

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