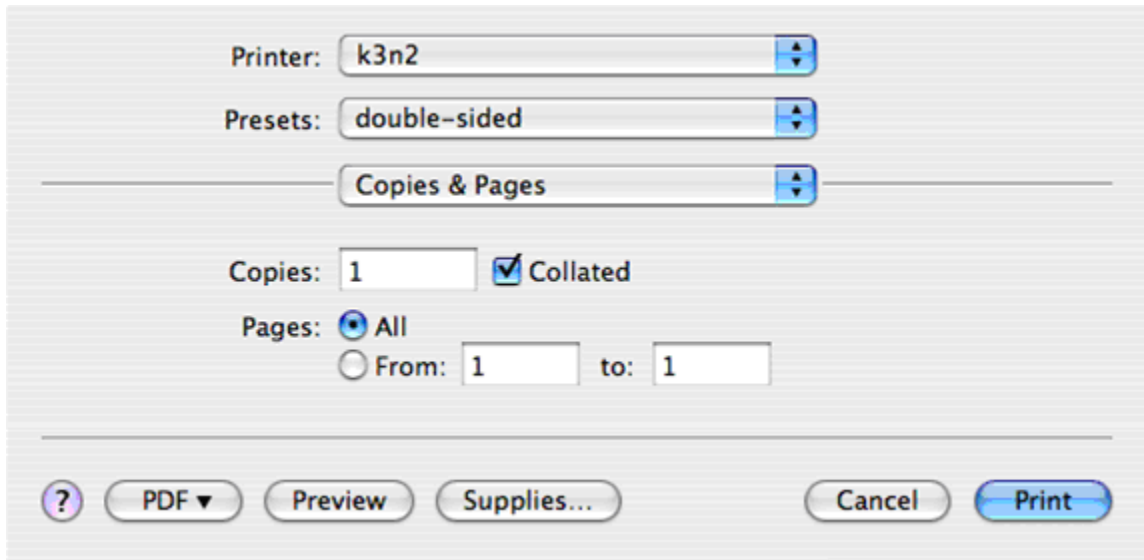


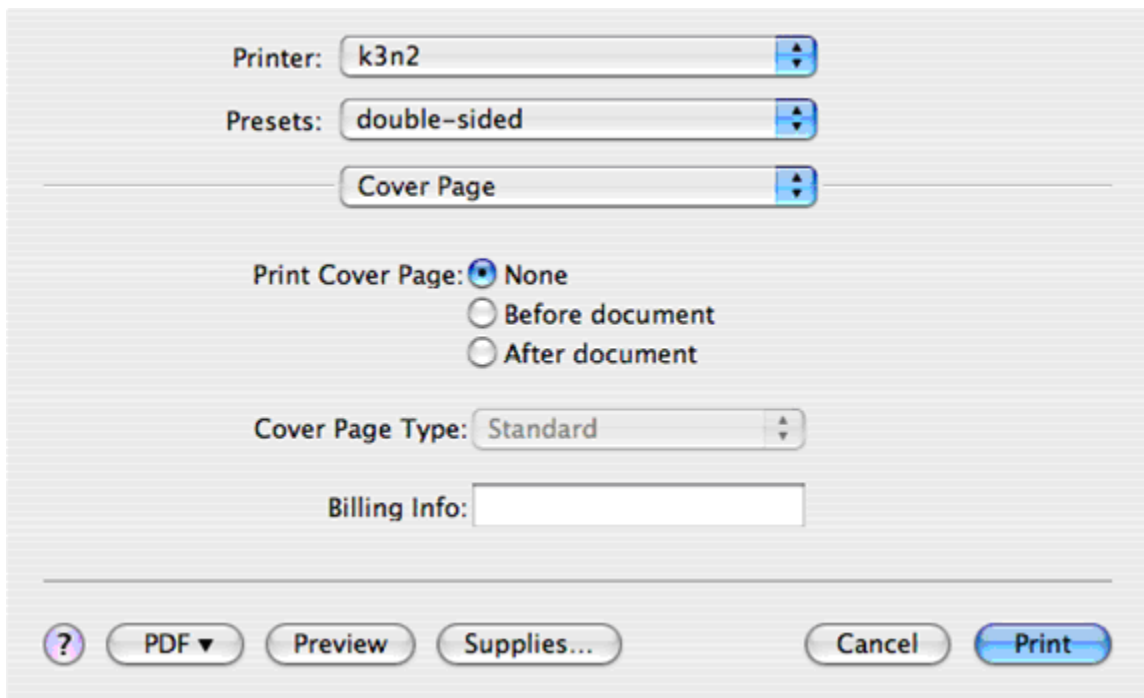
# Create cover page in Mac

## To create cover page in Macintosh:

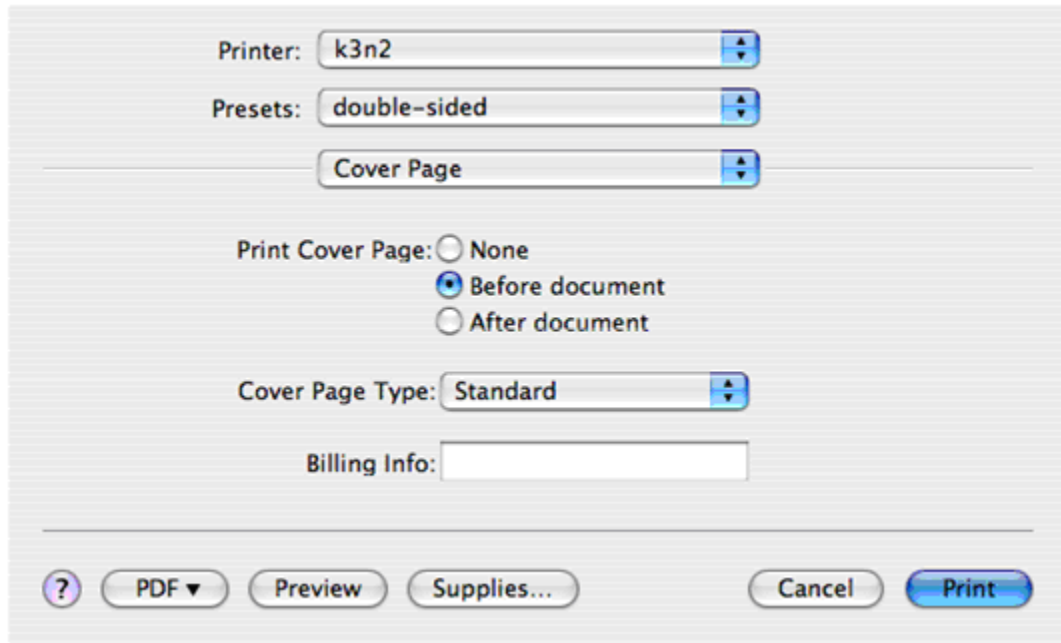
1. Login to to your Macintosh workstation (desktop or laptop)
2. Open the document you wish to print
3. Click on **File** and click on **Print**



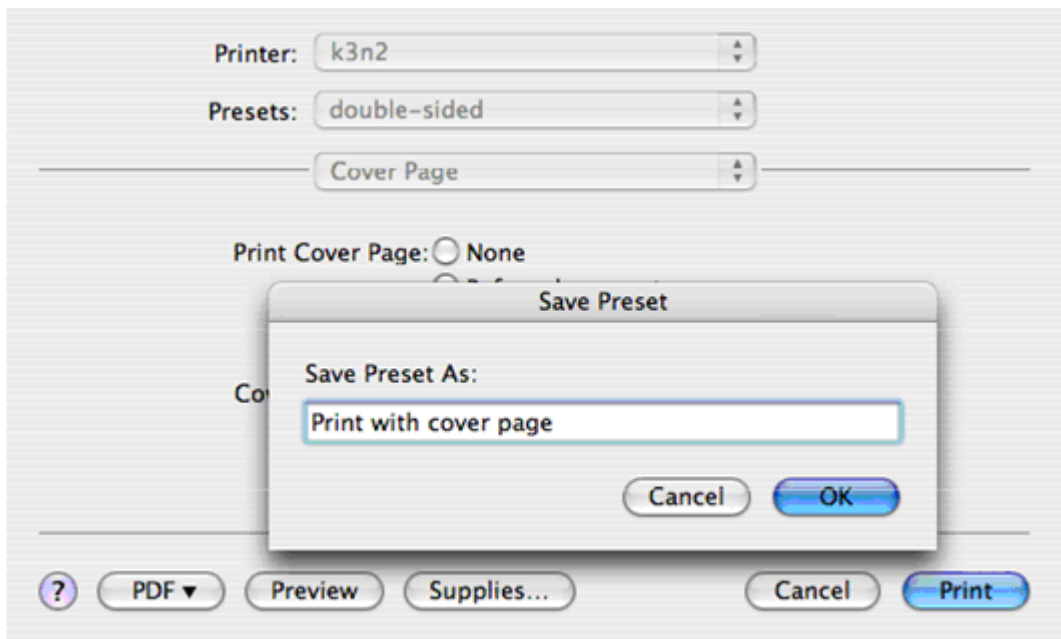
4. In the pop-up box, use the drop down menu (third from top) and select **Cover Page**



5. Click on **Before Document** radio button



6. Select the type of cover page you want from the next drop down menu. Mostly **Standard** cover page will be sufficient, which is the default option.
7. In the **Presets** drop down menu (second from top), click on **Save-as** and type a name you wish.



8. Click on **Print** button to print the document.
9. This Present will be permanently saved and will be available to you as default whenever you print.