## Select Cover Page Templates and Settings on Project

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On **Project Main > Cover Pages and Stamps**, you can choose which template you want to use for your project, for both Customer and Sub-Supplier submittals.

Set Up Main			,¥ Collapse All	Select or type ahead Q
Project Settings	12	Templates		12
Project Profile	~	Cover Pages and Stamps		Using defaults
Doc Code and Status Lists	~	Transmittal		~

You can also choose here how you want to create Excel cover pages - add to Excel files only or All Files, and if you want to embed the excel cover page into the Excel document you are sending out.

Cover Page	es and Stamps		Using defaults 🛛 🔥
Cover Page	25		
ACME cover p	age		
PDF	Default Cover Page (system)	× ~ 🚺	
CSV/XLS	Select or type ahead	~	
Create excel c	over page for		
Excel files or	nly ~		
Active XLS	i(x) files: embed Excel cover page as worksheet	2	
Secondary	/native XLS(x) files: embed Excel cover page as wor	ksheet	
Sub-Supplier o	over page		
PDF	Default Sub-Supplier Cover Page (system)	× ~	
Ad-Hoc cover	page	3	
PDF	No cover pages	× ~	
Cover page pri ANSI A	int size <b>0</b>		

1) Select from drop down list of available Cover Page templates that are available for your use on the project - select both PDF and Excel version.

2) Select from drop down if you want to create **Excel** cover pages for Excel files only, or All files. Once this selection is made, then select the checkbox if you want to Embed the Excel file as a worksheet in your Excel files. If this checkbox is not enabled, Excel cover pages will be added to your submittal as a separate file.

3) Select from drop down which Sub-Supplier cover page you want to use on the project.

4) Select the cover page print size.

Remember to click **Save Project** on the top left of the screen once your selections have been made!

If you wish to modify the cover page preferences based on each Doc Code, click here to read the article Cover page and Stamp preference for each doc code.

For more information on working with Templates please check out our video: **Templates**