

WordPerfect

INSERT BLANK PAGE

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To insert a new, blank page in a document:

1. Go to the bottom of the page before the one you want to insert.
2. Use **Ctrl+Enter** to end the current page.
3. (Your cursor is now at the top of the next page.)
4. Use **Ctrl+Enter** — again — to create a new, blank page.
5. (Your cursor is now on that blank page.)
6. Use Insert ► File.
7. Select the file to insert.
8. That file is now inserted.
9. The original page that followed the page in Step 1 now follows the last page of that inserted file.