

Microsoft Word 2013: Adding and Removing Watermarks

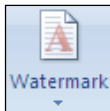
A watermark is an image or text that appears behind the main text of the document. It is usually a lighter shade than the text, so you can read the document easily. Picture Watermarks add visual attention and a professional look with the use of imagery such as logos.

Adding Watermarks

You can insert clip art, pictures, or text as watermarks in your print documents. For example, you might want the word Confidential to appear on all pages of your document to remind readers that the material is not to be read by everyone.

Adding Text Watermarks: Predefined Text

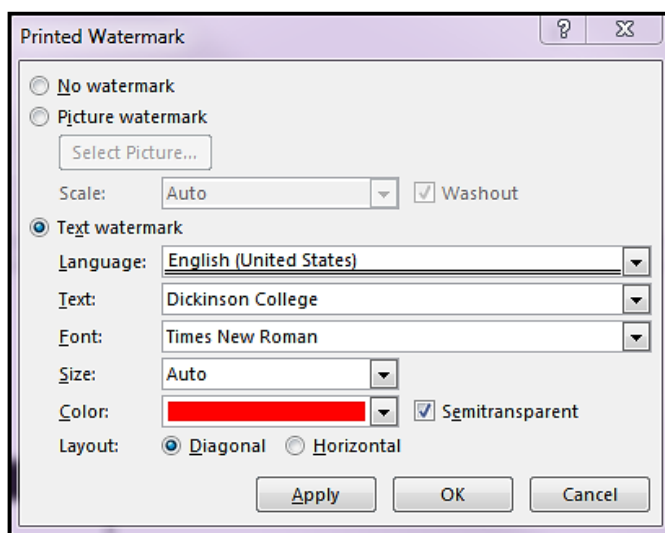
1. Open the document and from the **Design** tab, in the **Page Background** grouping, click **Watermark**.



2. The Watermark examples are shown, select one of the provided watermarks types.

Adding Text Watermarks: Custom Text

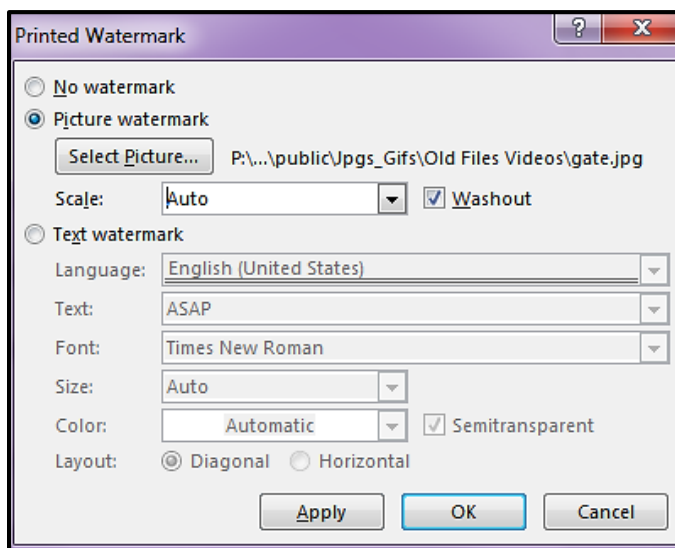
1. Open the document and from the **Design** tab, in the **Page Background** grouping, click **Watermark** as shown in step 1 above.
2. From the Watermark sub-menu, select **Custom Watermark**. The Printed Watermark dialog box appears.



3. Select **Text watermark**.
4. In the **Language** pull-down list, select the desired language
5. In the **Text** box, type the desired watermark text
6. From the **Font, Size, and Color** pull-down lists, make a selection
7. To make the text of the watermark semitransparent, select **Semitransparent**
NOTE: Selecting the Semitransparent option makes the watermark more readable.
8. For Layout, select **Diagonal** or **Horizontal**
9. Click **OK**. The watermark appears on all pages of your document

Adding Picture Watermarks

1. Open the document and from the **Design** tab, in the **Page Background** grouping, click **Watermark**
2. From the Watermark sub-menu, select **Custom Watermark**. The Printed Watermark dialog box appears.



3. Select **Picture watermark**
4. Click **Select Picture**. The Insert Picture dialog box appears.
5. Using the Look in pull-down list, locate and select the desired image file
6. Click **Insert**
7. To make the image less vivid, select **Washout**
8. Click **OK**. The watermark appears on all pages of your document.

Removing Watermarks: Ribbon Option

1. Open the document and from the **Design** tab, in the **Page Background** grouping, click **Watermark**, then select **Remove Watermark**.