

# Adding and Removing Watermarks

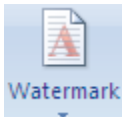
A watermark is an image or text that appears behind the main text of the document. It is usually a lighter shade than the text, so you can read the document easily. *Text Watermarks* are often used to categorize or to show the purpose of a document with words such as *DRAFT*. *Picture Watermarks* add 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 desired document
2. From the *Page Layout* tab, in the *Page Background* group, click **WATERMARK**

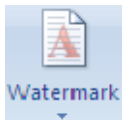


The *Watermark* sub-menu appears.

3. From the *Watermark* sub-menu, select one of the provided watermark options

### Adding Text Watermarks: Custom Text

1. Open the desired document
2. From the *Page Layout* tab, in the *Page Background* group, click **WATERMARK**



The *Watermark* sub-menu appears.

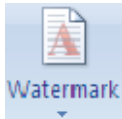
- From the *Watermark* sub-menu, select *Custom Watermark...*  
The *Printed Watermark* dialog box appears.



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

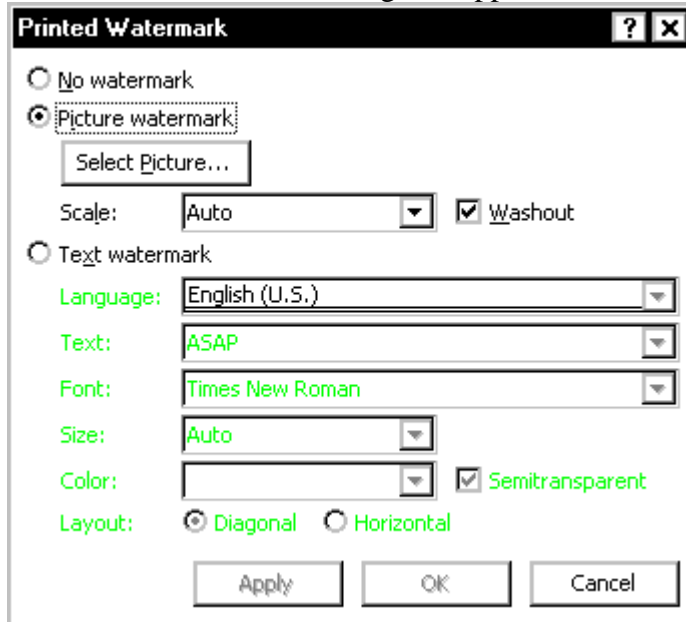
## Adding Picture Watermarks

- Open the desired document
- From the *Page Layout* tab, in the *Page Background* group, click **WATERMARK**



The *Watermark* sub-menu appears.

- From the *Watermark* sub-menu, select **Custom Watermark...**  
The *Printed Watermark* dialog box appears.

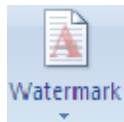


- Select **Picture watermark**
- Click **SELECT PICTURE...**  
The *Insert Picture* dialog box appears.
- Using the *Look in* pull-down list, locate and select the desired image file
- Click **INSERT**
- To change the size of the image, from the *Scale* pull-down list, select the desired size (percentage)  
HINT: Selecting *Auto* ensures that the entire watermark image will fit into your document.
- To make the image less vivid, select **Washout**  
NOTE: Selecting the *Washout* option makes text overlapping the watermark more readable.
- Click **OK**  
The watermark appears on all pages of your document.

## Removing Watermarks

### Removing Watermarks: Ribbon Option

- Open the document from which you want to remove the watermark
- From the *Page Layout* tab, in the *Page Background* group, click **WATERMARK**

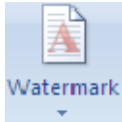


The *Watermark* sub-menu appears.

- From the *Watermark* sub-menu, select **Remove Watermark**  
The watermark is removed.

## Removing Watermarks: Dialog Box Option

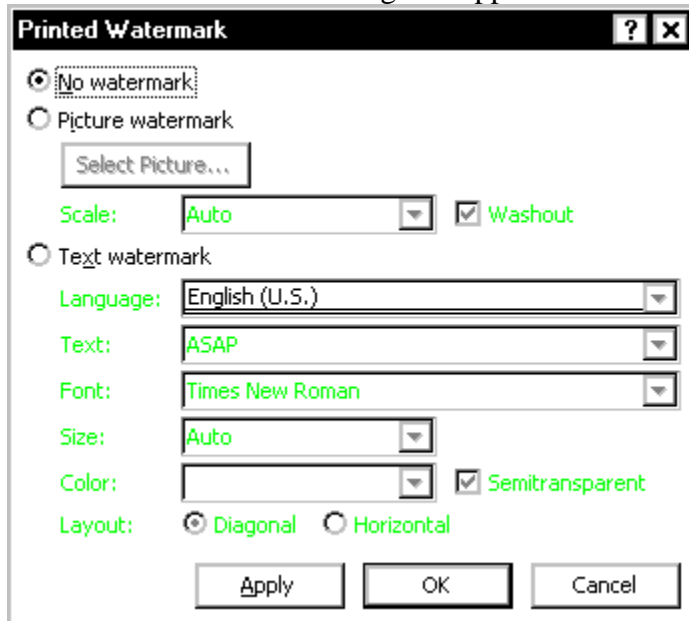
1. Open the document from which you want to remove the watermark
2. From the *Page Layout* tab, in the *Page Background* group, click **WATERMARK**



The *Watermark* sub-menu appears.

3. From the *Watermark* sub-menu, select *Custom Watermark...*

The *Printed Watermark* dialog box appears.



4. Select *No watermark*
  5. Click **OK**
- The watermark is removed from the document.