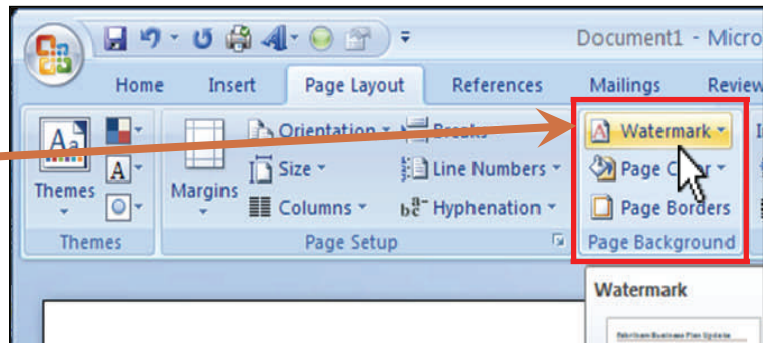


Adding a Watermark in a Word Document

This Quick Guide will show you how to add a watermark to a Word 2007 document. Watermarks are visible in Print Layout and Full Screen Reading views and on the printed page. You can insert a predesigned watermark from a gallery, or create a watermark with custom-designed text.

1. I open up my Word document. On the “**Page Layout**” tab, in the “**Page Background**” group, I click on **Watermark**.

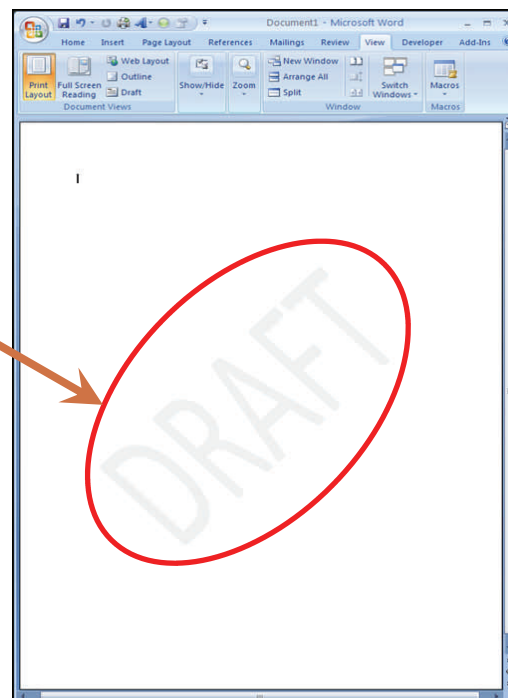


2. I then do one of the following:

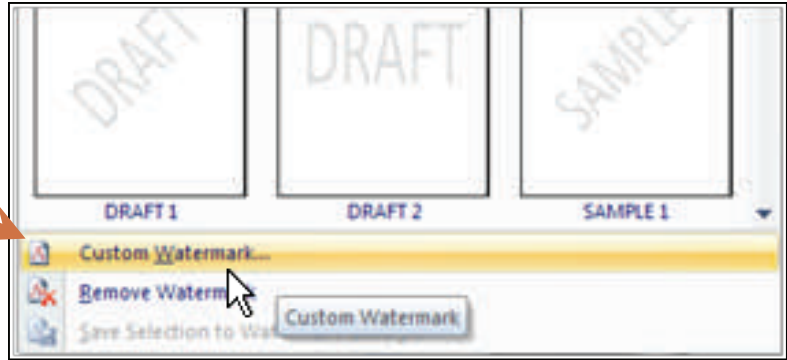
- Click on a predesigned watermark, such as “CONFIDENTIAL” or “URGENT”, in the gallery of watermarks. Here, I’ve chosen a diagonal “DRAFT” watermark.



The selected watermark will display in either the Print Layout or Full Screen reading views.

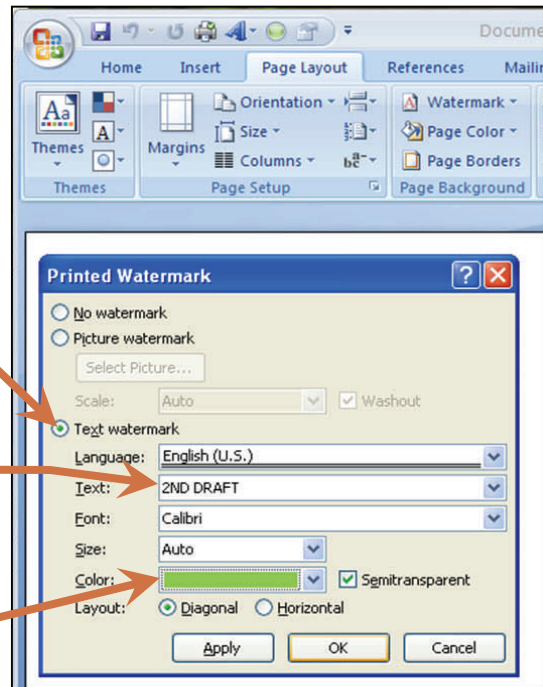


- Or, I can click on **Custom Watermark**, beneath the samples in the gallery of watermarks.



Then I click on the **Text watermark** radio button, and select or type the text that I want.

I can also format the text. Here, I've typed "2ND DRAFT" as the text desired, and chosen a semitransparent green color for the watermark.



And again, when I click on "OK" in the box above, the document will display the desired watermark.

