

Add a watermark or a background

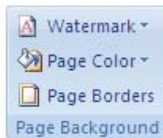
Do one of the following:

Add a text watermark to document

Watermarks can be viewed only in Print Layout and Full Screen Reading views and on the printed page.

You can insert a predesigned watermark from a gallery of watermark text, or you can insert a watermark with custom text.

1. On the **Page Layout** tab, in the **Page Background** group, click **Watermark**.

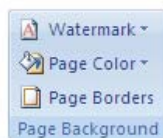


2. Do one of the following:
 - Click a predesigned watermark, such as **Confidential** or **Urgent**, in the gallery of watermarks.
 - Click **Custom Watermark**, click **Text watermark** and then select or type the text that you want. You can also format the text.
3. To view a watermark as it will appear on the printed page, use Print Layout view.

Turn a picture into a background or watermark

You can turn a picture, clip art, or a photo into a watermark that you can use to brand or decorate a document.

1. On the **Page Layout** tab, in the **Page Background** group, click **Watermark**.



2. Click **Printed Watermark**.
3. Click **Picture watermark**, and then click **Select Picture**.
4. Select the picture that you want, and then click **Insert**.
5. Select a percentage under **Scale** to insert the picture at a particular size.
6. Select the **Washout** check box to lighten the picture so that it doesn't interfere with text.

The picture that you selected is applied as a watermark to the entire document.

TIP If you want to use an object, such as a shape, as a watermark, you can manually paste or insert it into the document. You cannot use the **Printed Watermark** dialog box to control settings for these objects.