

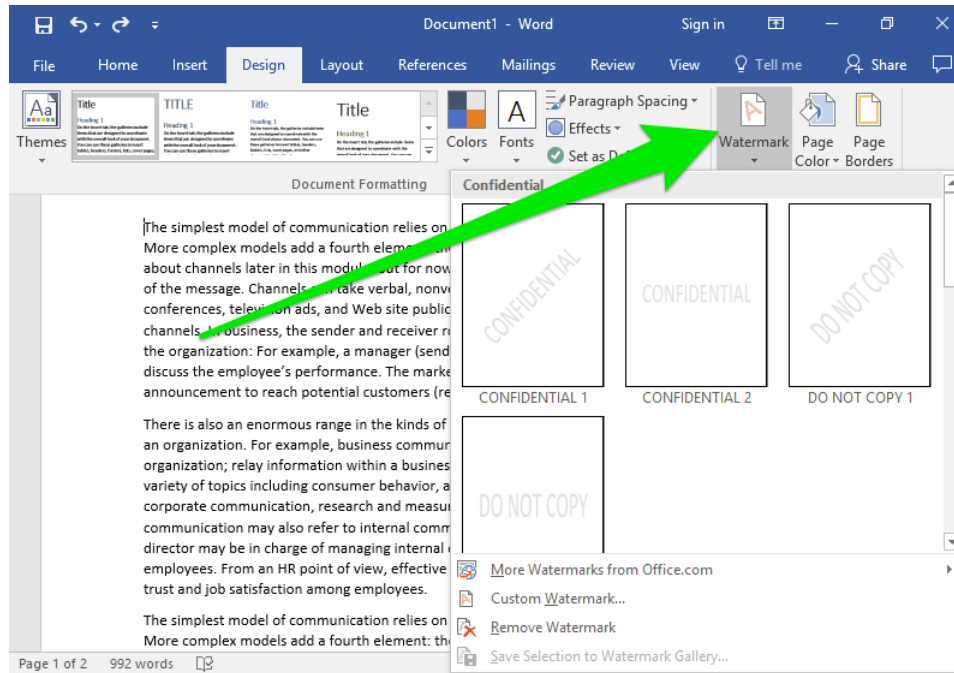
5.6: Watermarks

Learning Objectives

- Insert a watermark.

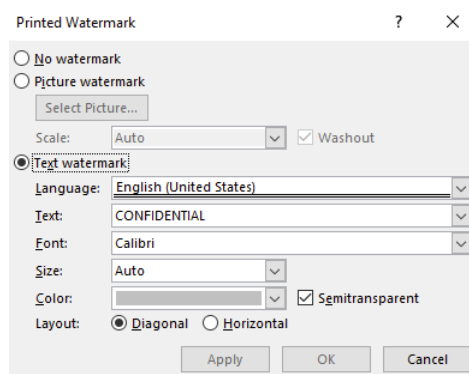
Text Watermark

You can add a watermark to documents in Word by going to Design>Watermark. (In older versions of Word, it is often found in the Page Layout tab rather than the Design tab.)



Choosing a watermark from the menu will apply it to every page in the document.

To change the text of the watermark, click **Custom Watermark...** at the bottom of the Watermark menu to open the Printed Watermark dialog box.



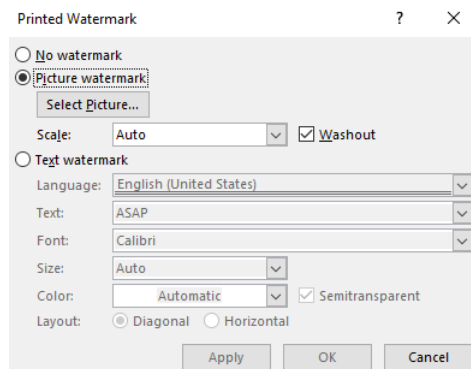
Here, you can customize the text and appearance of the watermark. Unchecking the semitransparent box will make the watermark more visible (although the watermark will still not obscure the text).

Practice Question

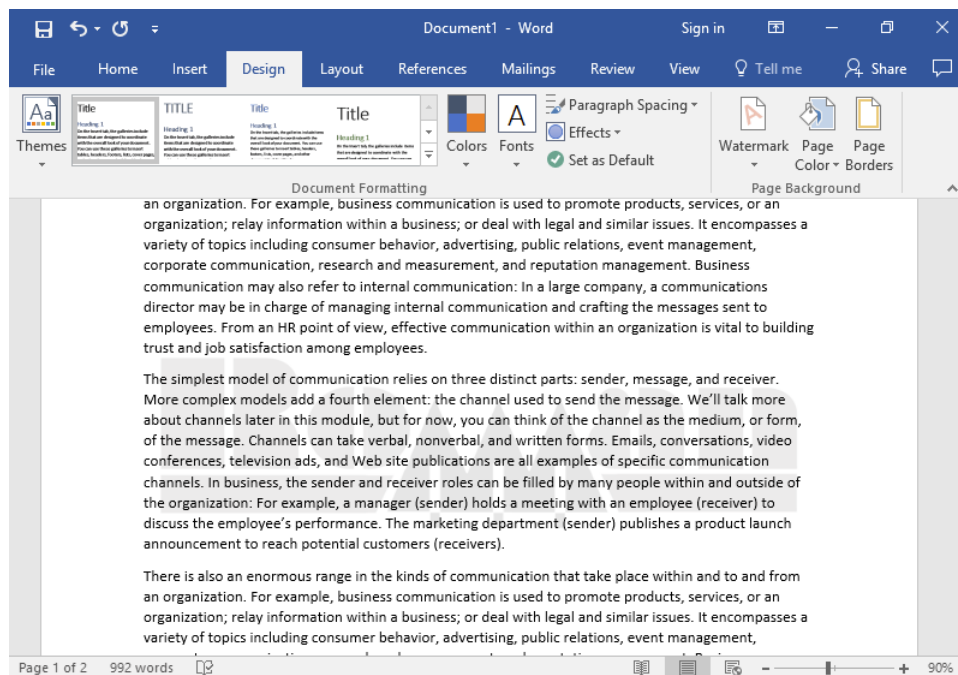
<https://assessments.lumenlearning.co...essments/18611>

Picture Watermark

To add an image as a watermark, go to Design>Watermark>Custom watermark... and select the Picture watermark in the Printed Watermark dialog box.



Click Select Picture... and then Browse to choose an image on your computer. Uncheck the Washout box if you want a darker, more visible watermark. Then click OK in the Printed Watermark dialog box.



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- Watermarks. **Authored by:** Lumen Learning. **License:** CC BY: Attribution

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