

How to Create a Watermark for your Word Document

Watermarks are often used to provide information about a document. For example, they can be used to show that a document is a copy or a working draft.

1. Open the Page Layout ribbon
2. In the Page Background section, click Watermark
3. Select Custom Watermark on the dropdown list
4. Click Picture Watermark
5. In the Printed Watermark box, click Select Picture and navigate to your photo
6. Select the photo and click Insert
7. Word will automatically scale the image to your document. Or, use the Scale box to adjust the size of the image manually
8. To lighten your image, select Washout
9. When you're done making your changes, click Apply and OK

If you want to make changes to the watermark, open the Printed Watermark box again and make your changes.

