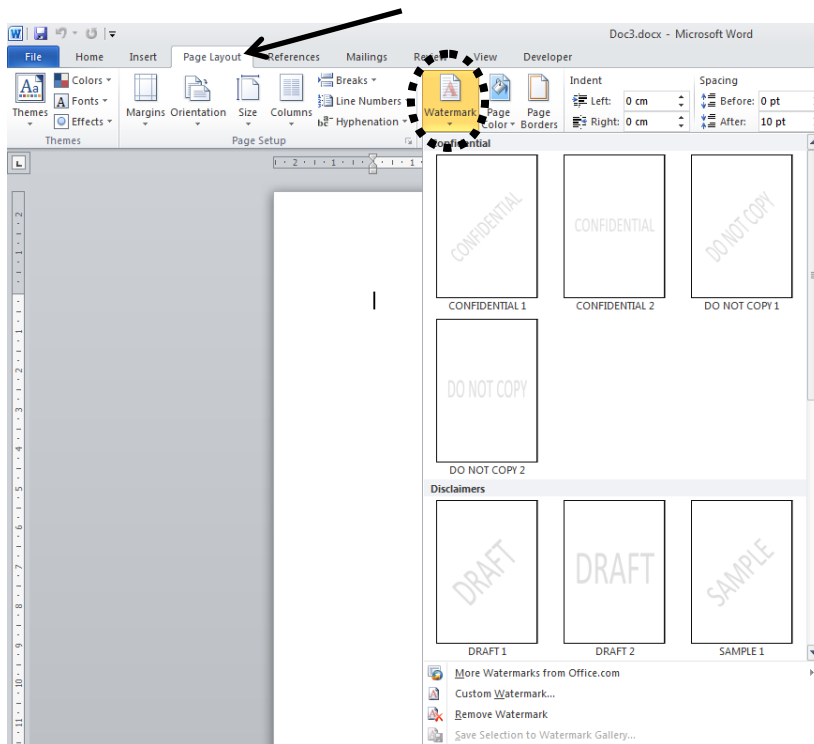


Formatting Watermarks

Microsoft Word

A **Watermark** is a pale image or text that is displayed behind text in a document, either diagonally or horizontally. The watermark displays important information that won't be missed by the reader such as "**Confidential**" and "**Draft**".

1. Page Layout > Watermark



Watermark
Sample
[CONFIDENTIAL]

2. Click the watermark you wish to use

You can create a custom watermark by going to **Page Layout > Watermark > Custom Watermark**

No watermark:
To remove the watermark, choose this option.

Text formatting:
You can change *text, font, size, colour, and layout styles*

Printed Watermark

No watermark

Picture watermark
Select Picture...

Scale: Auto Washout

Text watermark

Language: English (New Zealand)

Text: ASAP

Font: Times New Roman

Size: Auto

Color: Semitransparent

Layout: Diagonal Horizontal

Apply OK Cancel

Picture watermark:
To have a picture as a watermark, choose this option. (You need to have a picture saved somewhere on your computer or disk to select picture.)

Text:
ASAP, Copy, Do Not Copy, Draft, Original, Personal, Sample, Top Secret, and Urgent are other options.