How to add a Watermark using Word

Starting with the Default Text Watermarks

By default, Microsoft Word has predefined six of the most popular watermarks. These simple text variations include:

- Confidential
- Do Not Copy
- Draft
- Sample
- ASAP
- Urgent

The above items are the easiest to insert into your document.

You can either create the watermark first or add later. I prefer writing my document first because I find the watermark can be distracting.
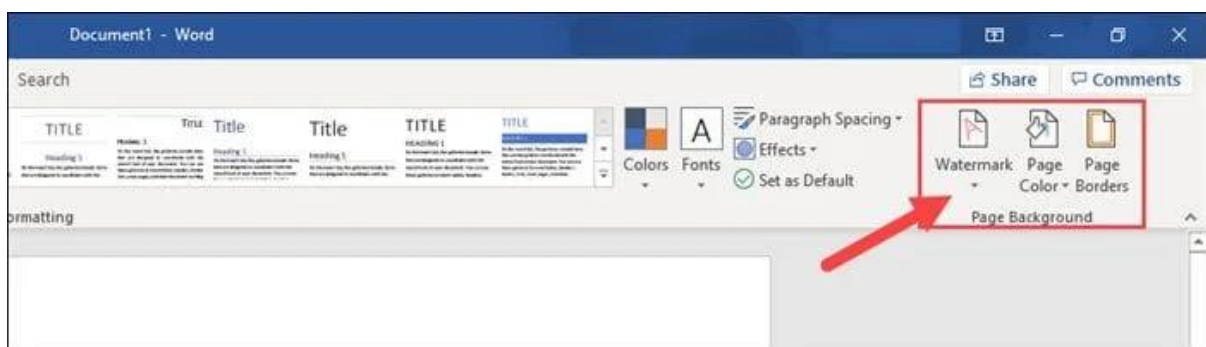
1. **Write your document.**

   By default, your watermark will show on each page.

2. **From the main menu, click the Design tab.**

   This should be the 4th item from the left.

3. **Locate the Page Background group.**

   This section is to the far right.

4. **Click the Watermark button.**

   If you just see a small definition box, click the button again.

5. **A drop-down panel appears with default examples.**

   Each example includes a slanted and horizontal layout.

6. **Click the version you prefer.**

   Your selection will show underneath your text in light gray.

Making a Custom Watermark with Text

The default items fit most of your uses. However, there are times when you need something different. Perhaps, a wording change or orientation. In either case, Microsoft Word can accommodate your needs.

1. Follow Steps 1-4 in the previous section.

2. Scan past the default thumbnails and choose **Custom Watermark**.

3. The **Printed Watermark** dialog box opens.

4. Clear the value from the **Text** text box and enter your watermark text.

5. Adjust the Font, Size, Colour and Layout options to suit your style.

6. Click **Apply**.

7. Click **Close**   Your customized version should show on every page of your document.

Dressing Up Your Watermark with Images

The idea is not to select a picture that competes with your document or consumes your printer ink.

1. Find a suitable image. Simplest is probably best.

2. Follow steps 1-3 from above.

3. On the **Printed Watermark** dialog, click the **radio button** for Picture watermark.

4. Click the **Select Picture** button.

5. The **Insert Picture** panel opens.

6. Select an insert option and go to your picture location. Microsoft Word allows most

   image file formats except .SVG.

7. Click **Apply**.

8. Click **Close**.

As with the other examples, your inserted image will appear in the background. By default, Word will do auto-scaling for the best fit.