

SET WATERMARK IN WORD 2010

http://www.tutorialspoint.com/word/word_set_watermark.htm

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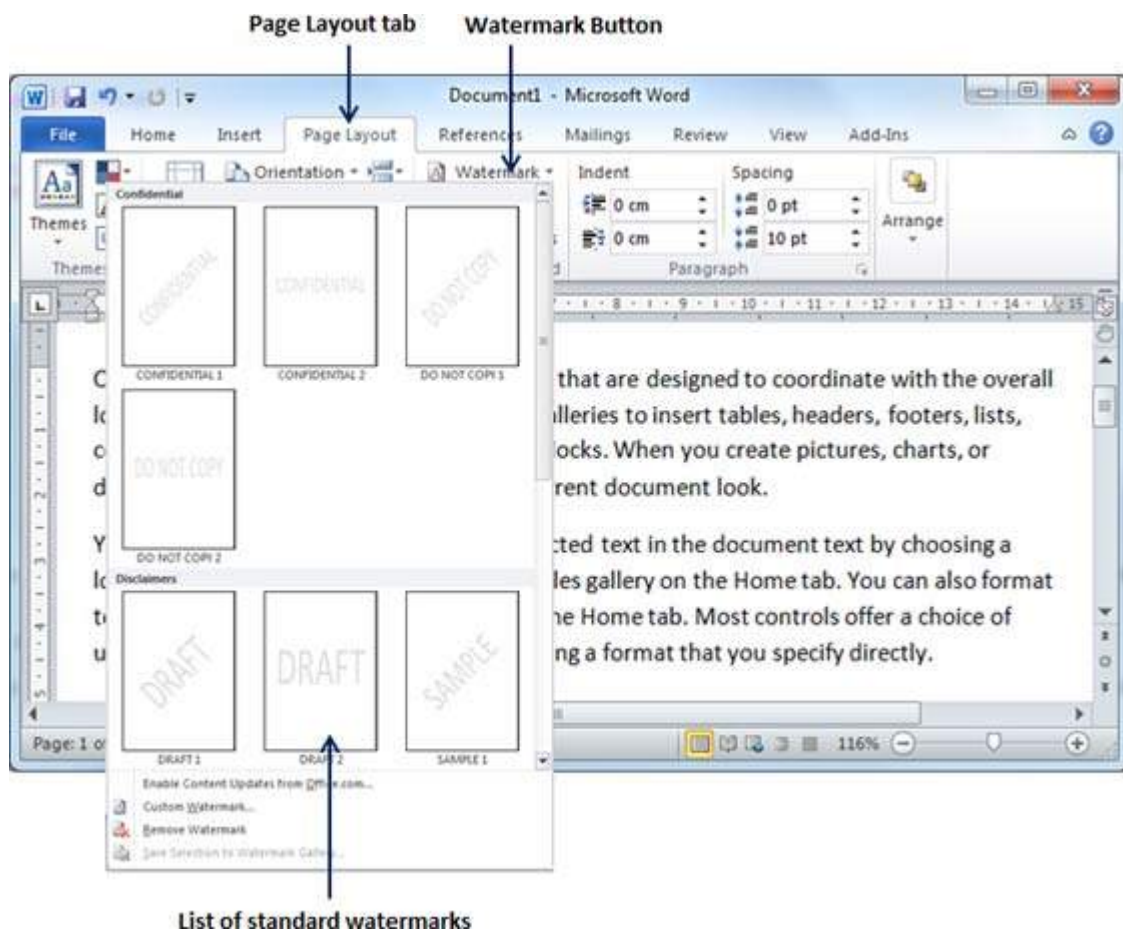
A watermark is a picture that shows up faintly behind the text on a word document page. When you drafting a document, you can watermark the document with *Draft Copy* stamp, or you can watermark a duplicate document with *Duplicate* stamp. Microsoft Word allows you to stamp with watermark using simple steps explained in this chapter.

Set Standard Watermark:

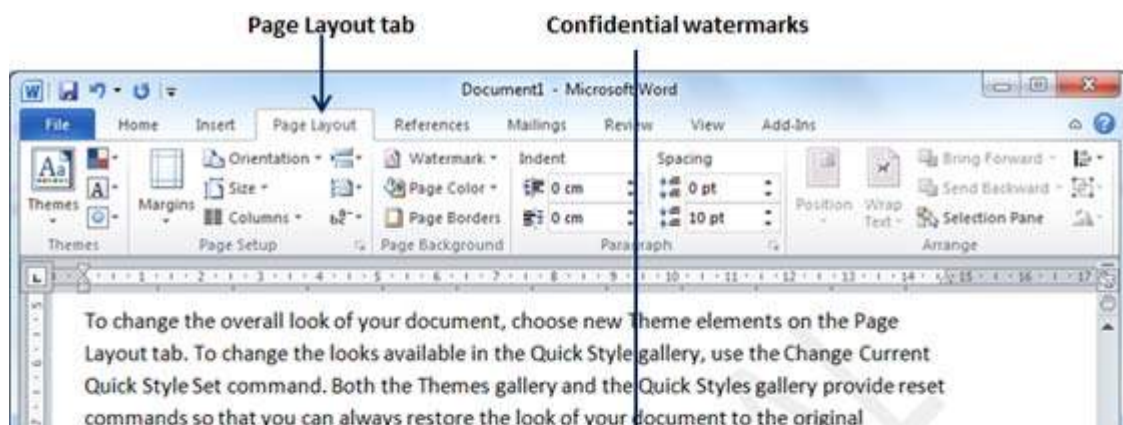
Following are the simple steps to set standard watermark in word document. A standard watermark is the one which is already defined by words and can not modify their font or color etc.

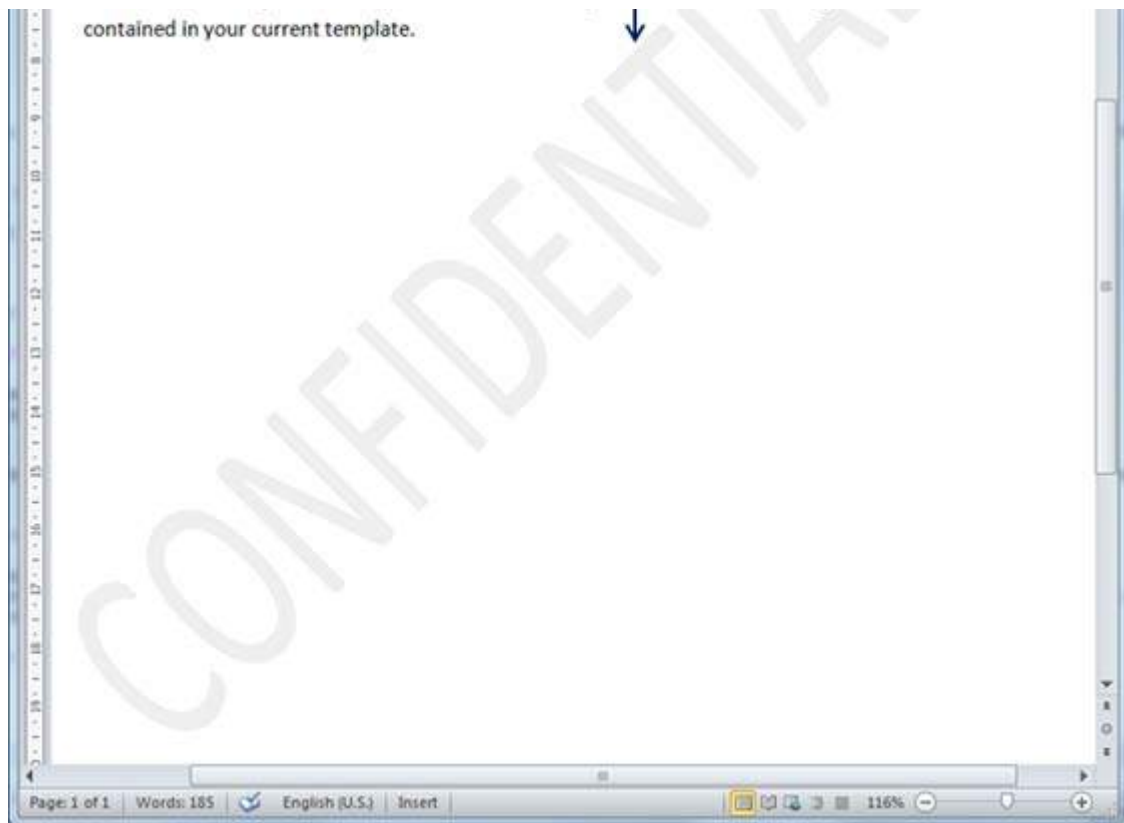
Step 1: Open a word document in which you want to add a watermark.

Step 2: Click the **Page Layout** tab and then click **Watermark** button to display a list of standard watermark options.



Step 3: You can select any of the available standard watermarks by simply clicking over it. This will be applied to all the pages of the word. Assume we select **Confidential** watermark.



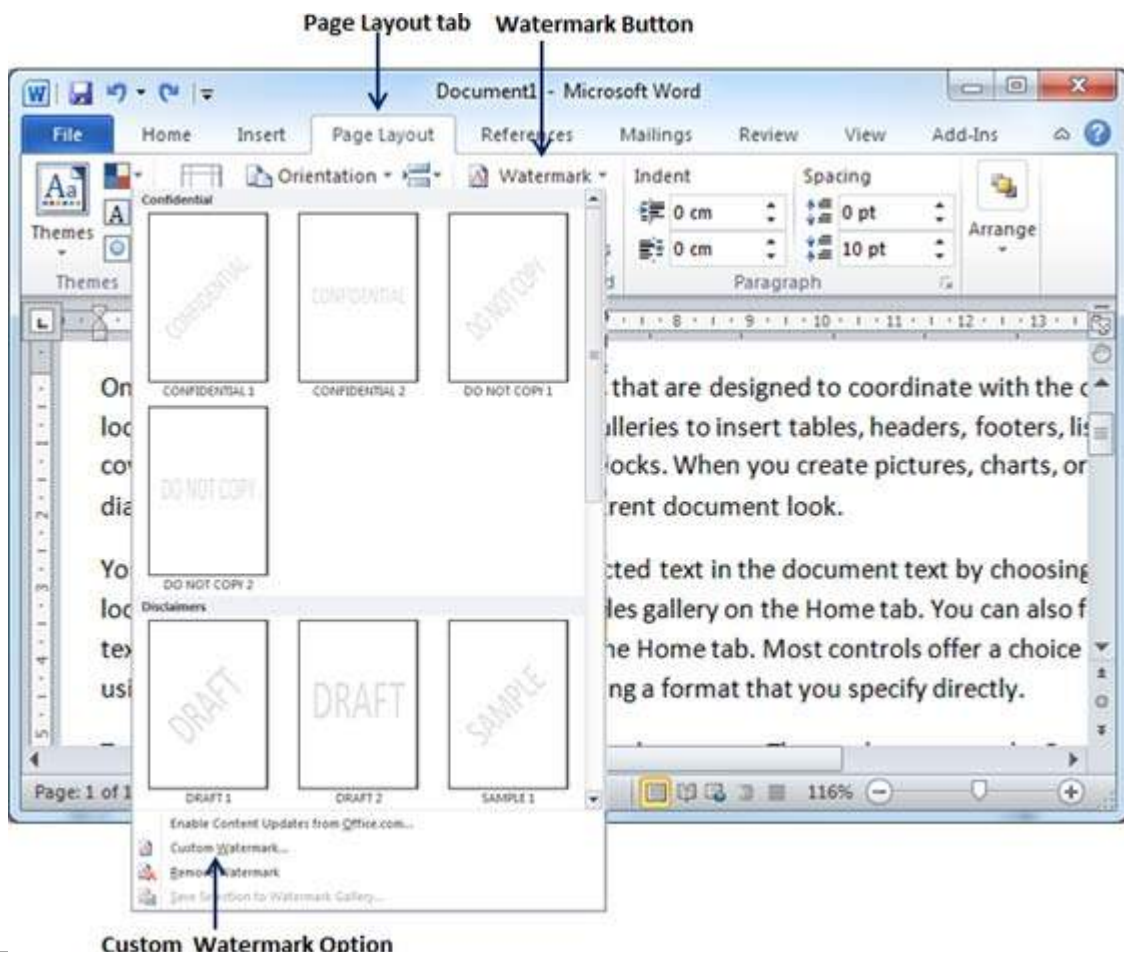


Set Custom Watermark:

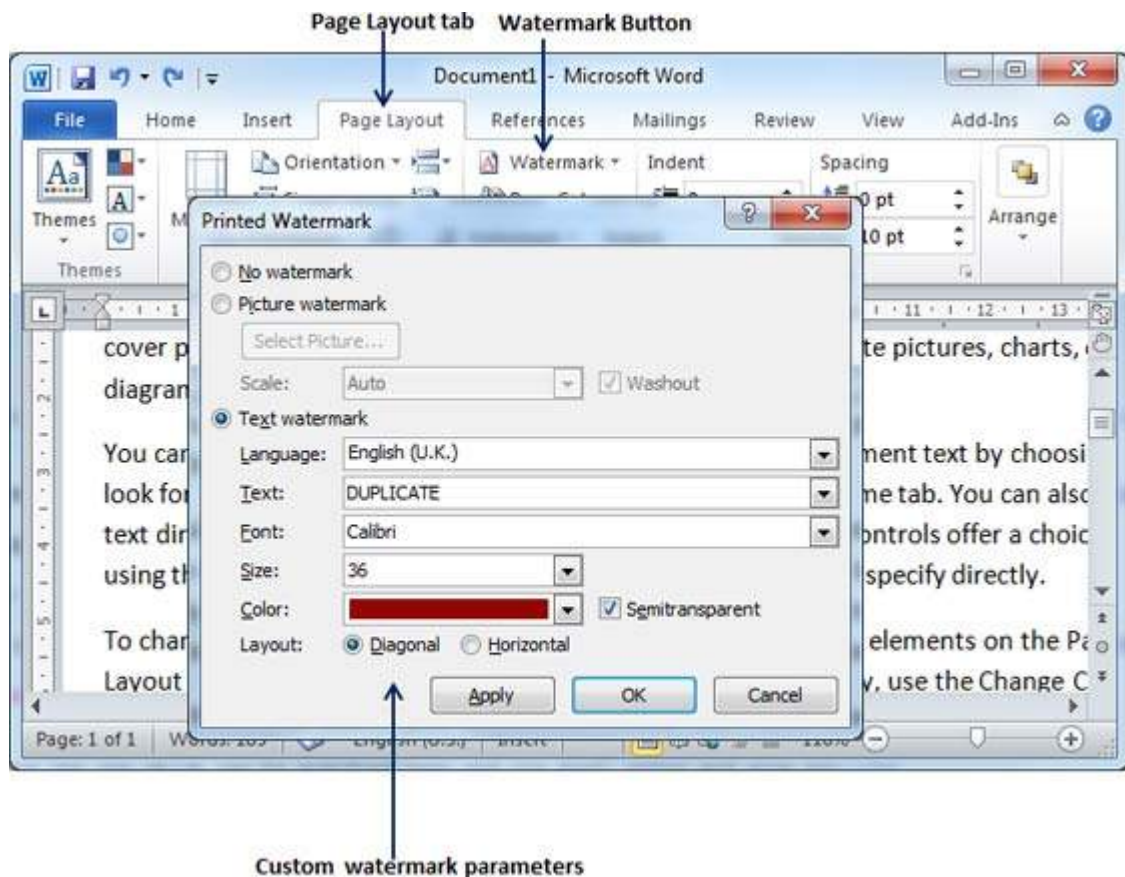
Following are the simple steps to set custom watermark in word document. A custom watermark is the one which can be modified text and its font, color and size etc.

Step 1: Open a word document in which you want to add a watermark.

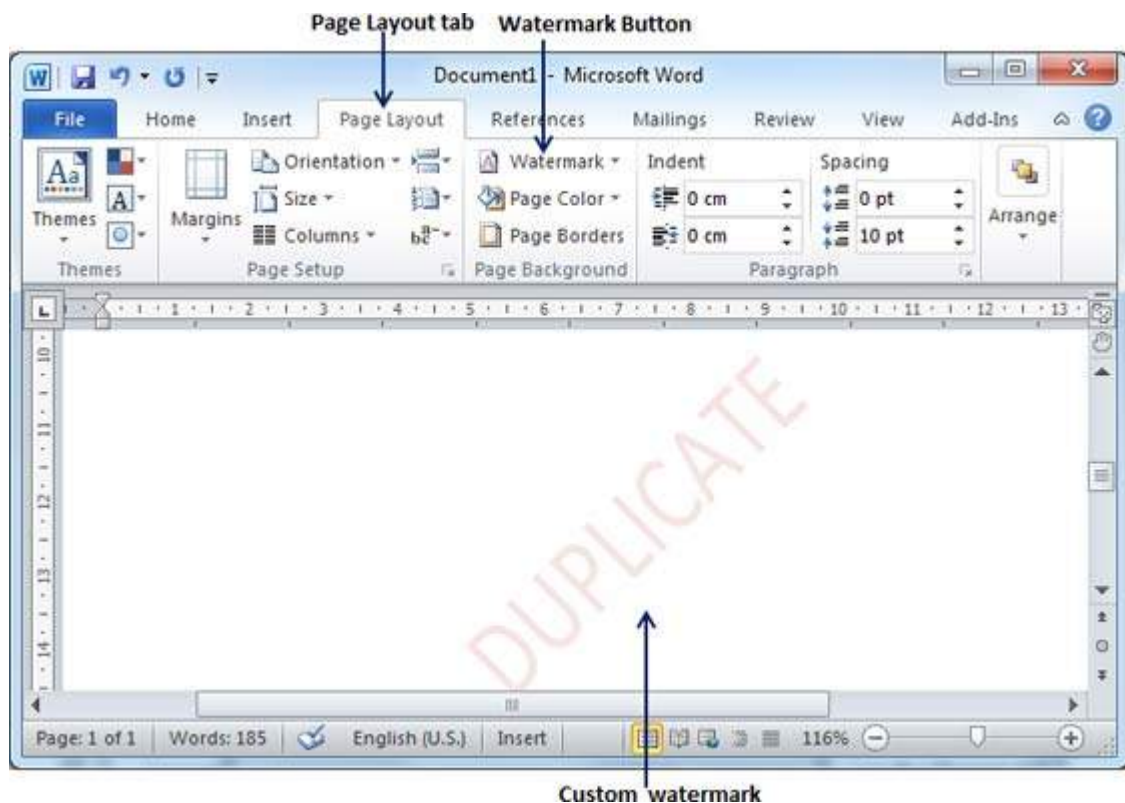
Step 2: Click the **Page Layout** tab and then click **Watermark** button to display a list of standard watermark options. At the bottom you will find **Custom Watermark** option.



Step 3: Click over the **Custom Watermark** option which will display **Printed Watermark** dialog box.



Step 4: Now you can set a picture as watermark or you can set predefined text as watermark or you can type your text in **Text** box available at **Printed Watermark** dialog box. We will set text watermark as **DUPLICATE** and set its font color and font size. Once all the parameters are set, click **OK** button to set the parameters.

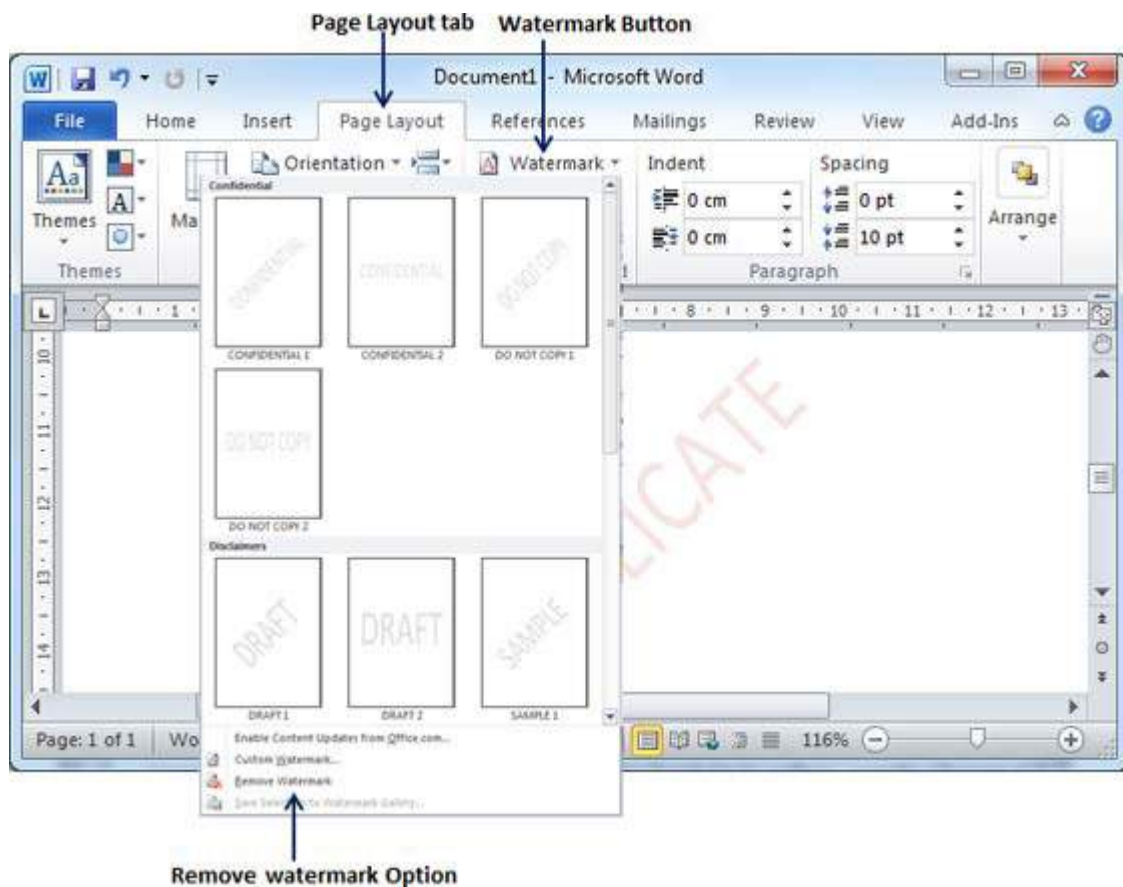


Remove Watermark:

Following are the simple steps to remove an existing watermark from a word document.

Step 1: Open a word document from which you want to delete a watermark.

Step 2: Click the **Page Layout** tab and then click **Watermark** button to display a list of standard watermark options. At the bottom you will find **Remove Watermark** option.



Step 3: Click **Remove Watermark** option which will delete existing watermark from the document.