

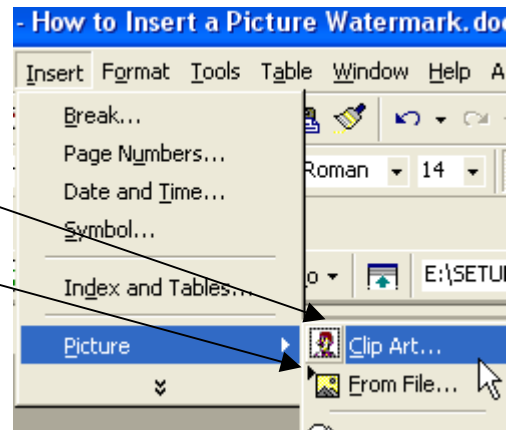
To add a Picture as a Watermark to a Word Documents

For Word 2000 or above:

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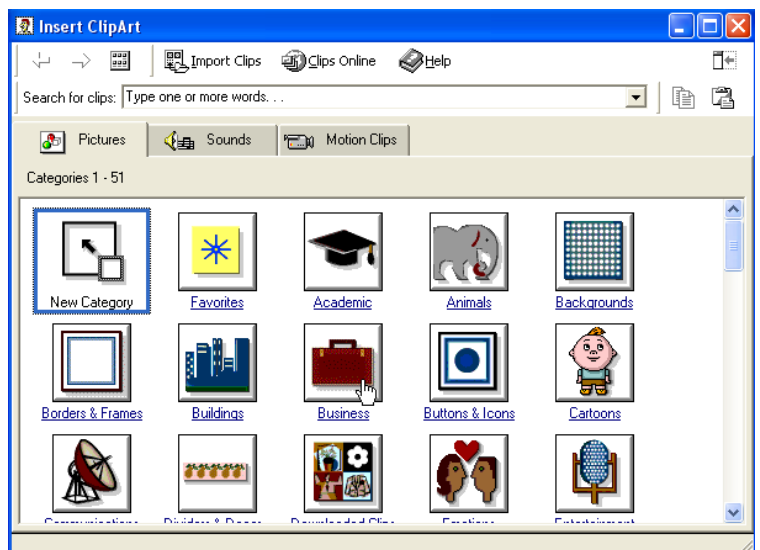
1. Position the cursor at the point on the page where you wish to add the watermark then to insert the Picture or Clipart image by selecting **Insert – Picture** from the main menu then either chose

Clip Art
or
From File for a picture



2. In this example a Clip art image will be added however apart from locating the picture file the process is the same.
3. Click the left mouse button on the Clip Art selection and a box similar to the following will appear.

4. Select the category by clicking the left mouse button on your choice then look for and press the left mouse button on the Clip Art image you wish to add as a watermark.



5. This will 'outline' the image now press the Right mouse button and select the option to **Insert** the image.

