

To Insert a Text Watermark to a printed document

To add a Text Watermark, you must insert it into a header or footer. The watermark is printed wherever you place it on the page — it doesn't have to be confined to the area at the top or bottom of the page.

1. On the **View** menu, click **Header and Footer**
2. On the **Header and Footer** toolbar, click **Show/Hide Document Text** to hide the text and graphics in the main document.

Insert a graphic — a drawing object such as an auto-shape, clip art, WordArt, or picture — or insert a text box.

3. On the **Header and Footer** toolbar, click **Close**.

Notes

- To view a watermark as it will appear on the printed page, use print layout view or print preview..
- If the watermark interferes with the legibility of the text on the page, you can lighten the object you used to create the watermark.
- If you insert Wordart – i.e. 'Draft Letter' as in this case select the font and select OK then select the text and choose format Object Borders and Shading and change to colour