# Create a Watermark

Watermarks are useful for documents you print and share with others. You can use a logo, text, or picture as a watermark behind your document text. You can use graphic objects or text as a watermark.

Watermarks appear on every page in your document. To view a watermark, you can switch to Print Layout view mode or view the file in Print Preview mode.

## Insert a Picture Watermark

When choosing a picture as a watermark, you can apply a washout effect to make the image appear even lighter in the background. Depending on the size of the original picture file, you can use the Scale option to resize the image. For best results, you should use a picture that does not detract from the document text.

Follow these steps to insert a picture watermark:

1. On the **Design** tab, in the **Page Background** group, click **Watermark**.
2. Click **Custom Watermark**. The Printed Watermark dialog box appears.
3. Select the **Picture Watermark** option.
4. Click **Select Picture**. The Insert Pictures dialog box appears.
5. Select the method you want to use to choose the file and then select the picture file you want to use.
6. Click **Insert**.
7. To resize the image, click the **Scale** list and select a size.
8. To make your picture more transparent, select the **Washout** check box.
9. Click **OK**. Word applies the watermark to every page in your document.

## Insert a Text Watermark

When using text as a watermark, you can select from several presets, such as CONFIDENTIAL, DO NOT COPY, and URGENT. Word offers a dozen different preset text choices. You can also enter your own watermark text by typing directly into the Text field.

You can also control the font, size, color, and layout position of the text watermark. You can also make the text watermark less transparent by deselecting the Semitransparent option.

Follow these steps to insert a text watermark:

1. On the **Design** tab, in the **Page Background** group, click **Watermark**. Word displays a gallery of preset text watermarks.
2. To use a preset text watermark, click the watermark you want to use and skip the rest of these steps.
3. Click **Custom Watermark**. The Printed Watermark dialog box appears.
4. Select the **Text Watermark** option.
5. Use the **Text** field to type new watermark text. (You can also use the **Text** list to select a predefined watermark.)
6. Change any other text options you want to assign, such as **Font**, **Size**, **Color**, or **Layout** position.
7. Click **OK**. Word applies the text watermark to every page in the document.