

## TechTip: Word Watermarks

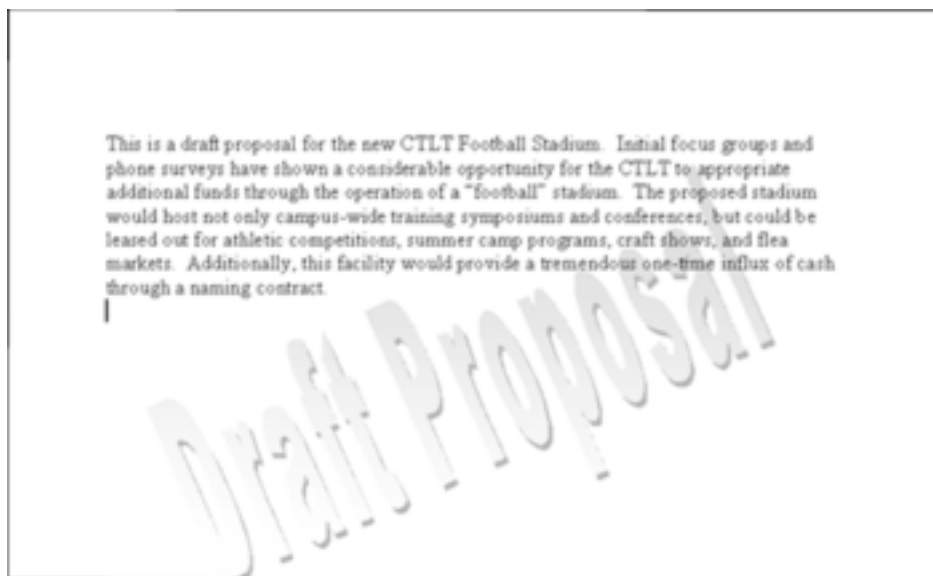
**THE SITUATION:** Most of us have seen documents with a watermark in the background. Watermarks show up as faded gray text in the background that say something like "Draft" or "Confidential", usually written at an angle across the page. Watermarks are a great way to let others know the status of a document, which can prevent misunderstandings in the future, and they can be added to any document created in Microsoft Word. Here's how...

### WHAT TO DO:

The steps below will create a watermark on the first page of your document:

1. **First, create the text using WordArt:** Start on the first page of your document. Click on the **Insert** ribbon, choose **WordArt**. Double-click on a soft-gray style (the lighter the better). Replace "Your Text Here" with your own text and if you'd like, change the font to one you prefer. Click on **OK**. Your text will appear as a picture and a WordArt ribbon will become visible as long as this text is selected.
2. **Next, resize and position the WordArt picture:** Click on one of the squares surrounding the text and drag until it is the size you like. Drag from the middle of the picture to move it to a new location on the page.
3. **Rotate the text so it's on an angle:** With the WordArt picture still selected, click on the **Format WordArt** ribbon, go to the **Rotate** button, in the **Arrange** section of the menu, and select "More Rotation Options". In the "Rotate" section of the **Size** tab, type in the number of degrees of rotation you want in the "Rotation" box (336 works nicely). Don't close this window yet.
4. **Put the WordArt text in the document's background:** From the same window in step #3, go to the **Layout** tab and click on the option "Behind text". Next, click on the **ADVANCED** button and deselect "Move object with text" in the **Picture Position** tab. Click on **OK** at the bottom of the window and click on **OK** again.

Any text you type will now appear over top of your WordArt picture. You can also use the Drawing toolbar and the WordArt toolbar to make changes to the picture if you like.



**Caution!**

It is difficult to edit the WordArt picture once there is text written over top of it. The easiest way to handle this problem is to add an empty space over top the WordArt text using the ENTER-key. You should then be able to click on the picture through this empty space to delete or modify it, and delete the extra hard-returns using the DELETE-key when finished.

**Hot Tip! Creating A Watermark On Every Page**

The steps above will create a watermark on a single page. If you'd like the watermark to appear on every page, it should be placed in the Header section of the document. You can get to the Header by going to the **Insert** ribbon and selecting **Header** (repeat to get back to your main text). Once there, you can create your watermark from scratch using steps 1-3 above or cut/copy/paste it in from somewhere else.

Enjoy!