

Watermarks

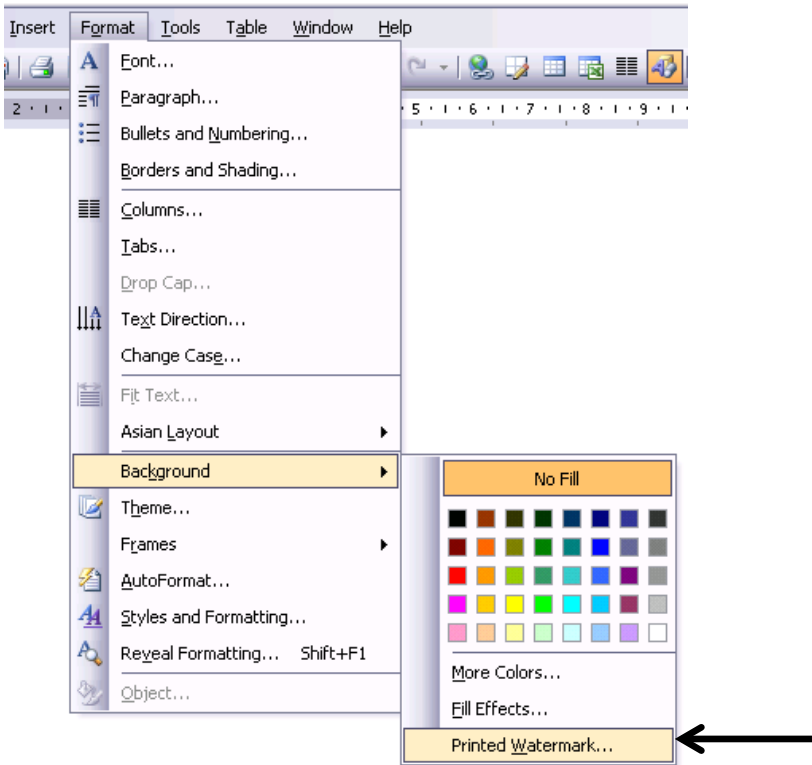
Microsoft Word 2003

A **Watermark** is a pale image or text that is displayed behind text in a document, either diagonally or horizontally. The watermark displays important information that won't be missed by the reader such as "**Confidential**" and "**Draft**".

1. **Format > Background > Printed Watermark...**



Watermark Sample
[CONFIDENTIAL]



2. Click **Text watermark** > choose **Text, Font, Size, Colour,** and **Layout** options. > Click **OK**

No watermark:
To remove the watermark, choose this option.

Picture watermark:
To have a picture as a watermark, choose this option. (You need to have a picture saved somewhere on your computer or disk to select the picture.)

Text formatting:
You can change text, font, size, colour, and layout styles here.

Text:
ASAP, Copy, Do Not Copy, Draft, Original, Personal, Sample, Top Secret, and Urgent are other options.