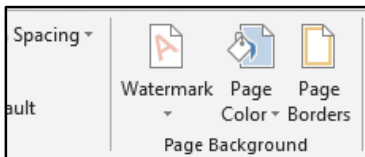


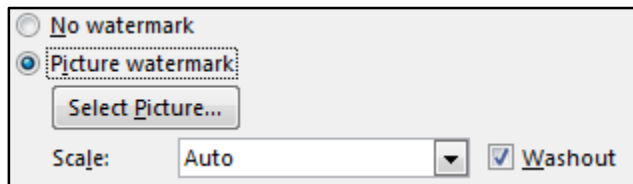
Watermarks

In Word 2016 you can add watermarks to documents. Watermarks are text or pictures that appear on the background of every page of a document.

1. Select the **Design** tab.
2. Select **Watermark** then select a preformatted option or **Custom**.



3. For custom text watermarks:
 - a. Enter the text.
 - b. Select the font, size, color, layout and transparency.
 - c. Select **OK**.
4. For custom picture watermarks:



- a. Select **Picture Watermark**.
- b. Select **Select Picture** to locate the picture file.
- c. Set the **Scale** and check **Washout**.
- d. Select **OK**.

Note: By default, the picture is centered, resized and transparent. To edit the picture, open the header/footer for editing then select the watermark to use the header/footer design tools tab.

5. To remove a watermark:
 - a. Select the **Design** tab.
 - b. Select **Watermark**.
 - c. Select **Remove Watermark**.