

Microsoft Word 2013: Adding and Removing Watermarks

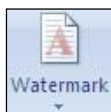
A watermark is an image or text that appears behind the main text of the document. It is usually a lighter shade than the text, so you can read the document easily. Picture Watermarks add visual attention and a professional look with the use of imagery such as logos.

Adding Watermarks

You can insert clip art, pictures, or text as watermarks in your print documents. For example, you might want the word Confidential to appear on all pages of your document to remind readers that the material is not to be read by everyone.

Adding Text Watermarks: Predefined Text

1. Open the document and from the **Design** tab, in the **Page Background** grouping, click **Watermark**.



2. The Watermark examples are shown, select one of the provided watermarks types.

Adding Text Watermarks: Custom Text

1. Open the document and from the **Design** tab, in the **Page Background** grouping, click **Watermark** as shown in step 1 above.
2. From the Watermark sub-menu, select **Custom Watermark**. The Printed Watermark dialog box appears.



3. Select **Text watermark**.
4. In the **Language** pull-down list, select the desired language

5. In the **Text** box, type the desired watermark text
6. From the **Font**, **Size**, and **Color** pull-down lists, make a selection
7. To make the text of the watermark semitransparent, select **Semitransparent** NOTE: Selecting the Semitransparent option makes the watermark more readable.
8. For Layout, select **Diagonal** or **Horizontal**
9. Click **OK**. The watermark appears on all pages of your document

Adding Picture Watermarks

1. Open the document and from the **Design** tab, in the **Page Background** grouping, click **Watermark**
2. From the Watermark sub-menu, select **Custom Watermark**. The Printed Watermark dialog box appears.



3. Select **Picture watermark**
4. Click **Select Picture**. The Insert Picture dialog box appears.
5. Using the Look in pull-down list, locate and select the desired image file
6. Click **Insert**
7. To make the image less vivid, select **Washout**
8. Click **OK**. The watermark appears on all pages of your document.

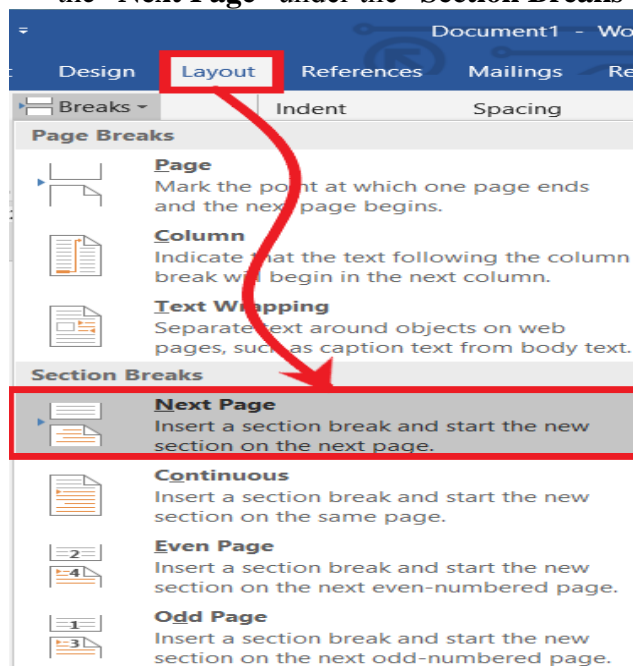
Removing Watermarks: Ribbon Option

1. Open the document and from the **Design** tab, in the **Page Background** grouping, click **Watermark**, then select **Remove Watermark**.

To apply Different Watermark for Different Pages in Word Document, follow the steps below.

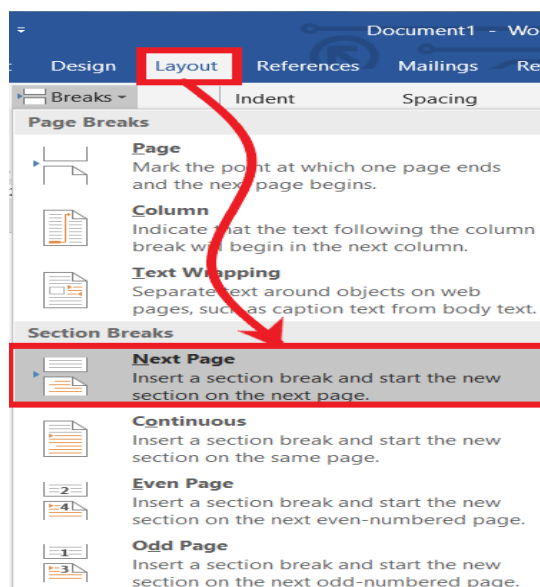
- First, add as many pages you as you want in the word document.

- Now go to the **Design** tab in Word 2013 or Later versions or, go to the **Page Layout** tab in Word 2010 or earlier versions.
- Then click on the **Watermark** > Custom Watermark > Select the “**Text Watermark**” > Now enter the name to apply as a Watermark > Then click Apply or **OK**.
- To change the different watermark for different pages, follow the steps below:
- For example, if you want to change the different watermark from 3rd page to 5th, start the new section for different watermark by clicking at the beginning of the first line of 3rd page as shown in the picture below.
- Afterwards, On the **Layout** tab, in the Page Setup group, click on the **Breaks**, and then select the “**Next Page**” under the “**Section Breaks**”.



Next Page section Breaks

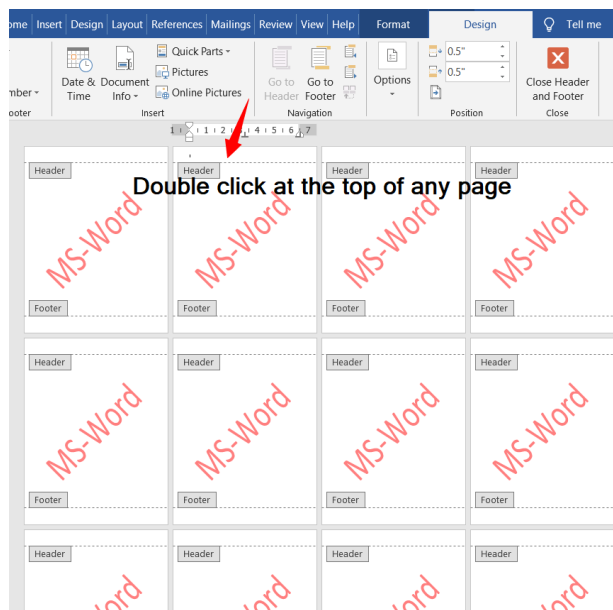
- Since you should stop the previous watermark on page 5 as explained in the 5th step, apply the new section break on page 6 to stop at 5th page.
- To apply the new section on page 6, click at the beginning of the first line of 6th. After that, go to the Layout or Page **Layout** tab, in the Page Setup group, click on the Breaks, and then select the “**Next Page**” under the “**Section Breaks**”.



Different Watermark for Different Pages in MS-Word

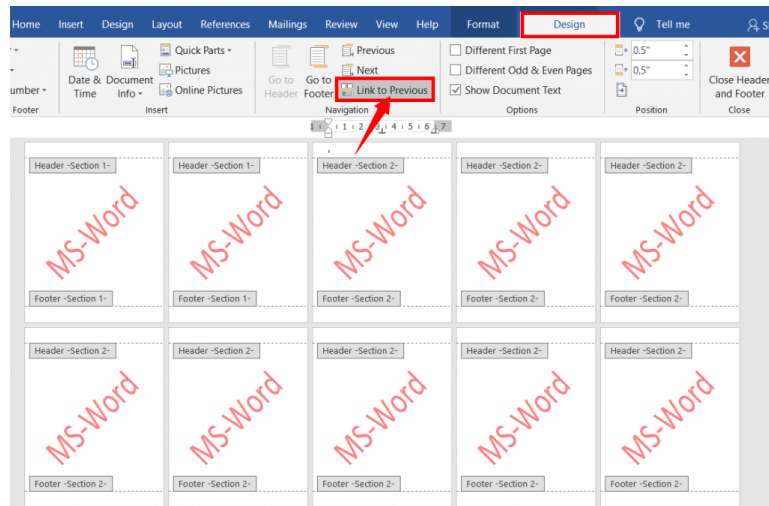
Note: To start a new section for a new or different watermark wherever you want, click at the beginning of the first line. To stop previous page Section Break (Previous Watermark) or start a new section to the next pages wherever you want, click at the beginning of the first line on the next page, rather than the page that you want to stop the previous Watermark.

- After that, double click on the top or bottom of any page to open the **Header and Footer** Tools Design tab.



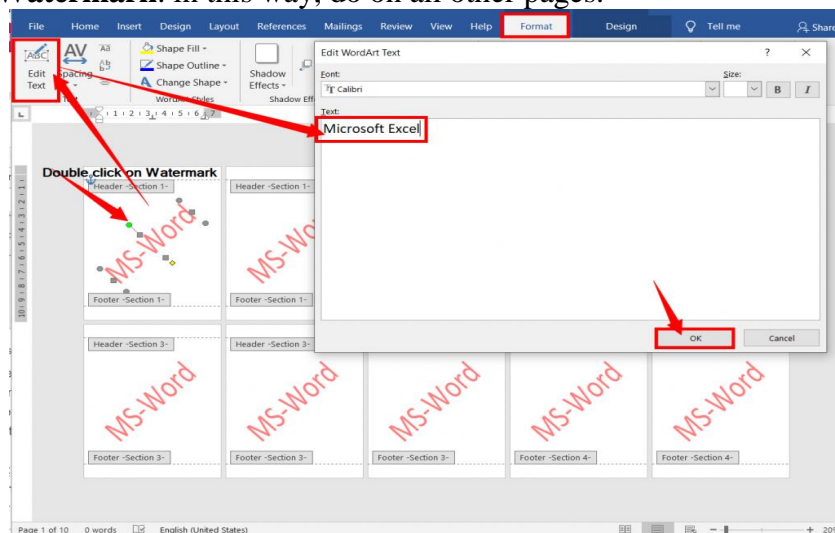
Accommodate Different Watermark for Different Pages in MS-Word

- Now, click on the 3rd page since we have given the section break here.
- Afterwards, click on the “**Link to Previous**” to remove the Previous Section Link



Link-to-Previous for Watermark

- Similarly, follow the above 2 steps where you applied the section breaks.
- Now go to the 1st page and double-click on the Watermark when the mouse pointer turns as the 4 headed arrows.
- On the **WordArt** tools **Format** tab, in the **Text** group, click on the edit text you want to change the **Watermark**. in this way, do on all other pages.



Mix Watermark for Different Pages in MS-Word

- If you want to change the style of the watermark, fill the color, change the shape of the watermark, and outline you want.