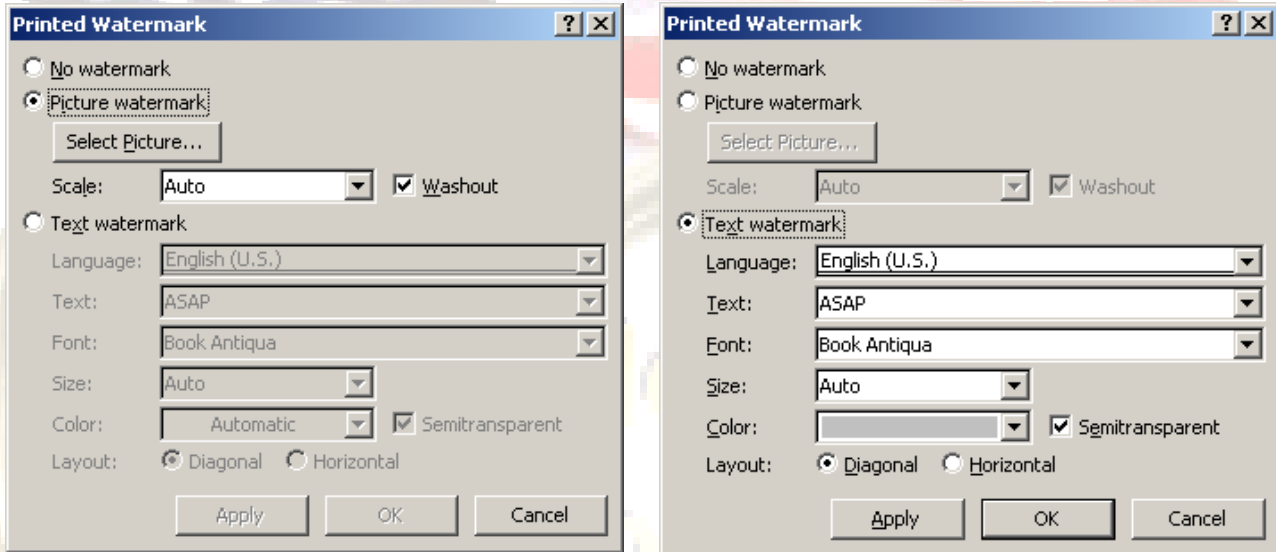


Page Background - Watermark

Watermarks are text or pictures that appear behind document text. This option is used to add interest to a picture or indicate the document status. Watermarks can be displayed in Print Layout or Full Screen view or in a printed document.

- ❖ Click the **Page Layout Tab**.
- ❖ In the **Page Background Group**, click **Watermark**.
- ❖ A gallery of predefined Watermarks will appear.
- ❖ Click one of the Watermarks to insert it into the document.
- ❖ Click the **Custom Watermark** link to specify a customized Watermark for the document.
- ❖ The **Printed Watermark** dialog box will appear (see illustrations below).



Insert a Picture Watermark

- ❖ Click the **Picture Watermark** option button in the **Printed Watermark** dialog box.
- ❖ Click the **Select Picture** button.
- ❖ The **Insert Picture** dialog box will appear.
- ❖ Select the picture that is to be inserted into the document.
- ❖ Click the **Insert** button.
- ❖ Click the **Scale** list arrow to specify the size for the picture.
- ❖ Click the **Apply** button to insert the picture into the document.
- ❖ Click **OK** to exit the dialog box.

Insert a Text Watermark

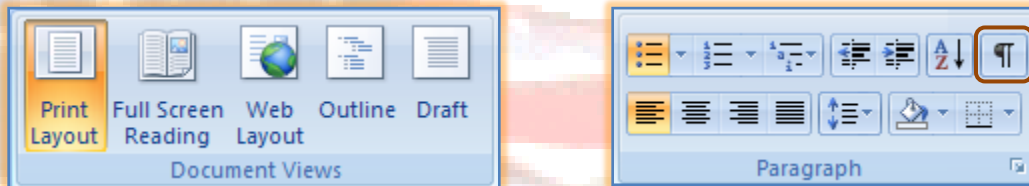
- ❖ Click the **Text Watermark** option button in the **Printed Watermark** dialog box.
- ❖ Click the **Language** list arrow to specify a different language than English.
- ❖ To specify the text for the Watermark:
 - Click the list arrow and select one of the options.
 - Click the text in the box to select it and input the text for the Watermark.
- ❖ Click the **Font** list arrow to select a different font for the text.
- ❖ To change the size of the font, click the **Size** list arrow.
- ❖ Change the color for the font by clicking the **Color** list arrow and then clicking a color.
- ❖ Click the option button for the desired **Layout**.
- ❖ Click **Apply** to add the **Watermark** to the document.
- ❖ Click **OK** to exit the dialog box.

Adding a Watermark to Selected Pages

To add a watermark to selected pages, the document must be separated into sections. For example, to add a watermark to just the table of contents, the document must be divided into three sections, a cover page section and the table of contents section. The rest of the document will be a separate section.

Prepare Pages

- ❖ Display the document in **Print Layout View**. To do this:
 - Click the **View Tab**.
 - In the **Document Views Group**, click the **Print Layout** button (see illustration below left).



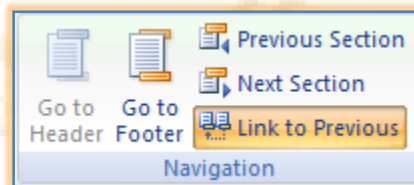
- ❖ Turn on the **Show/Hide** feature. To do this:
 - Click the **Home Tab**.
 - In the **Paragraph Group**, click the **Show/Hide** button (see illustration above right).
- ❖ Insert a **Section Break** between the page before where the watermark is to be inserted and the page where the watermark is to be inserted. In the example this would be between the Cover Page and the Table of Contents page.
 - Click the **Page Layout Tab**.
 - In the **Page Setup Group**, click the **Breaks** button.
 - Under **Section Breaks**, click **Next Page**.
 - A break as shown in the illustration below will appear.
- ❖ Complete the same procedure to insert a section break after the page(s) where the watermark is to appear.

Unlinking the Headers

- ❖ Double-click the document **header** area on the page where the watermark is to appear.
- ❖ This will open the header for that page.
- ❖ The header area should look like the illustration below.



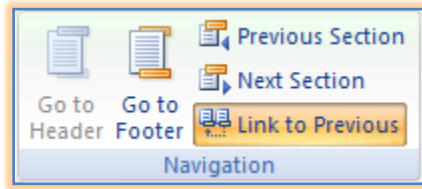
- ❖ Click the **Headers and Footers Tools, Design Tab**.
- ❖ In the **Navigation Group**, click the **Link to Previous** button (see illustration below).



- ❖ The **Same as Previous** (see illustration above) area will be removed.
- ❖ Double-click the document header area for the first page of the section where the header is not to appear.
- ❖ This is the page directly after the area where the watermark is to be inserted.
- ❖ The header area should look like the illustration below.



- ❖ Click the **Headers and Footers Tools, Design Tab**.
- ❖ In the **Navigation Group**, click the **Link to Previous** button (see illustration on next page).



- ❖ The **Same as Previous** (see illustration above) area will be removed.

Insert Watermark

- ❖ Click the page where the watermark is to be inserted.
- ❖ Click the **Page Layout Tab**.
- ❖ In the **Page Background Group**, click the **Watermark** button (see illustration at right).
- ❖ Select a **Watermark** to insert.
- ❖ The **Watermark** should appear on only the specified pages.

