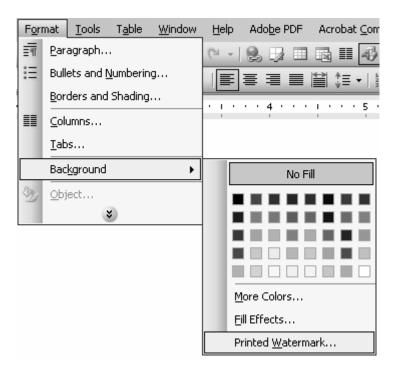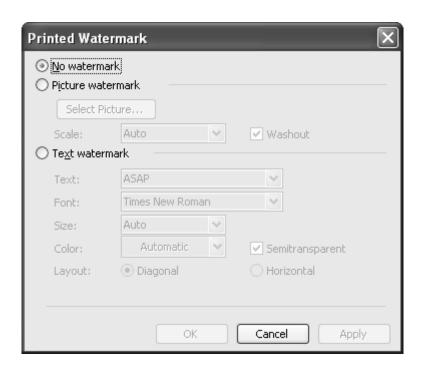# How to add a watermark in Microsoft Word

How to add a watermark background to a Microsoft Word document

1. Choose Format / Background / Printed Watermark from the menu bar:
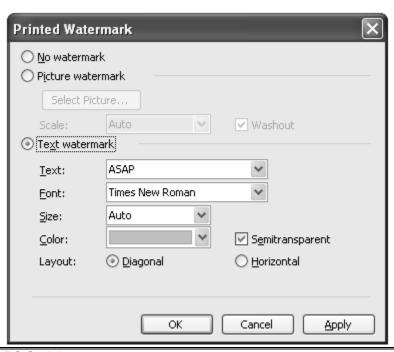

2. You have 3 options in the Printed Watermark dialog box

How to add a watermark in Microsoft Word

Printed Watermark

- ⦿ No watermark
- ○ Picture watermark
  - [Select Picture...]
  - Scale: Auto   ☑ Washout
- ○ Text watermark
  - Text: ASAP
  - Font: Times New Roman
  - Size: Auto
  - Color: Automatic   ☑ Semitransparent
  - Layout: ⦿ Diagonal   ○ Horizontal
- [OK] [Cancel] [Apply]

- No watermark : Do not display any watermark at all. Use this option to remove an existing watermark.
- Picture watermark : Choose an image you wish to use as the watermark.
- Text watermark : Specify a word or words you wish to use as a watermark.

3. The text watermark setting has a number of associated options:

Printed Watermark

- ○ No watermark
- ○ Picture watermark
  - [Select Picture...]
  - Scale: Auto   ☑ Washout
- ⦿ Text watermark
  - Text: ASAP
  - Font: Times New Roman
  - Size: Auto
  - Color: [   ]   ☑ Semitransparent
  - Layout: ⦿ Diagonal   ○ Horizontal
- [OK] [Cancel] [Apply]

How to add a watermark in Microsoft Word

- Text : A number of pre-defined, common watermarks (ASAP, DRAFT, CONFIDENTIAL, etc.). You can type whatever text you like, if you don't want to use any of the pre-defined words.
- Font : You can choose the font you wish to use for the watermark text.
- Size : You can choose the size of the watermark text. "Auto" will scale the text to fit nicely on the page.
- Color : You can choose the color of the watermark text.
- Semitransparent : This will fade the color of the watermark, making it less strong.
- Layout : You can choose to have the text oriented diagonally (bottom left to top right) or horizontally.

4. Keep in mind that a greyish watermark may not come through properly if the document is photocopied. Experiment with different colour and transparency options if this is an issue for you.