  Penticton Seniors' Computer Club

Create a Watermark Background for a Word document

Introduction

Sometimes it adds a little to a document to have the background be some picture associated with the text. So that the text shows well over this picture, the picture needs to be a *watermark* (viz, faded). The following instructions show how you can do this.,

Creating a Watermark Background

1. Open **Microsoft Word** and get a blank page.

2. Left click on **Insert**, and scroll down *to picture from File*.

3. Browse to select the picture file, and click on **picture** and then click on **insert.**

4. Left click on the picture, and make it the size you want, by using the *little sizing squares* to get an arrow, and then drag the arrow to make the picture the required size.

5. Click on the *little dog* icon on the picture task bar, and scroll down and click on **Behind text**.

6. Click colour icon on picture task bar and scroll down and click on *Washout*.

7. Left click outside of picture to get your cursor at the beginning, and you are now ready to proceed to type your letter with the watermark as a background picture.