

Importance of watermark

Context Sensitive Online Help is the procedure which is displayed when the pointer is hovered over a **question mark** symbol, when trying to do a particular task. The displayed set of instructions are specific to that particular task only. Context sensitive online help is very useful as it reduces the effort from the user, to search and view the procedure, to do a new task or to complete a particular task. It follows minimalistic principles, displaying the procedure in a brief but precise manner.

In this document, i have written the Context sensitive online help for adding a pre-defined watermark and also to add a watermark with custom data from the user, in MS Word.

Adding Watermark

In MS-Word, you can set entities such as an image or text of your choice in the background which is called as a Watermark.

Add an Image as a Watermark

To add a picture as a watermark, do the following:

1. Select **Design** menu, select the **Watermark** list.
2. Select the **Custom Watermark** option.
3. In the **Printed Watermark** dialog box, do the following:
 - 3.1. Select the **Picture watermark** option.
 - 3.2. Click **Select Picture**.
 - 3.3. From the **Insert Pictures** Dialog box, select from the following:
 - 3.3.1. **From the file**—Click **Browse** > Search and select the image from your local system
 - 3.3.2. **Bing Image Search**—In the **Search Bing** text box, enter the name of the image that you want to search. In the **Online Pictures** dialog box, select the desired image from the displayed collection. Else, you can enter the another name in the **Search Bing** text box and repeat the process until you get the desired image.
 - 3.3.3. **OneDrive – Personal**— Click **Browse** > Search for the image from your **OneDrive** online storage and select the image.
 - 3.4. To set the size of the image, select the desired option from the **Scale** drop-down list.
 - 3.5. At the Bottom right of the **Printed Watermark** dialog box, Select **Apply** > select **OK**.

Add Custom Text as a Watermark

To add a custom text as the watermark, do the following:

1. Select **Design** menu, select the **Watermark** list.
2. Select the **Custom Watermark** option.
3. In the **Printed Watermark** dialog box, do the following:
 - 3.1. Select the **Text watermark** option.
 - 3.2. To set the language, select the language from the **Language** dropdown list.
 - 3.3. To set the desired text as the watermark, in the **Text** dropdown list, select the desired option, or enter the desired text in the **Text** dropdown list.
 - 3.4. To set the font of the text, select the desired font from the **Font** dropdown list.

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Date: 24 June, 2025

- 3.5. To set the size of the text, select the desired size from the **Size** dropdown list.
- 3.6. To set the color of the text, select the desired color from the Color dropdown list.
- 3.7. To use the **SemiTransparent** feature, select the **Semitransparent** checkbox. Else, clear the **Semitransparent** checkbox.
- 3.8. To set the layout of the text, select either **Diagonal** or select **Horizontal**.
- 3.9. At the bottom right, Click **Apply** > click **OK**.