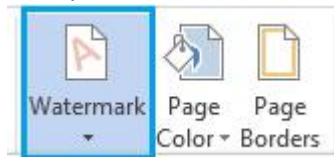## DO YOU KNOW

How to add watermark in Word document?
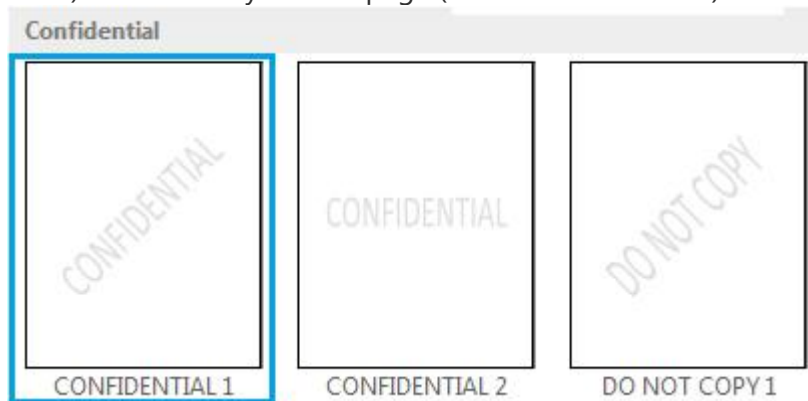
1) Open word document.

2) Click on DESIGN.

3) Click on Watermark shown on top right corner.

4) Click on any default page (i.e. CONFIDENTIAL 1).

Once you click on any watermark page (i.e. CONFIDENTIAL 1) will add watermark in your document.

You can add custom watermark as well in the word documents.

Follow the steps to add custom watermark in word document.

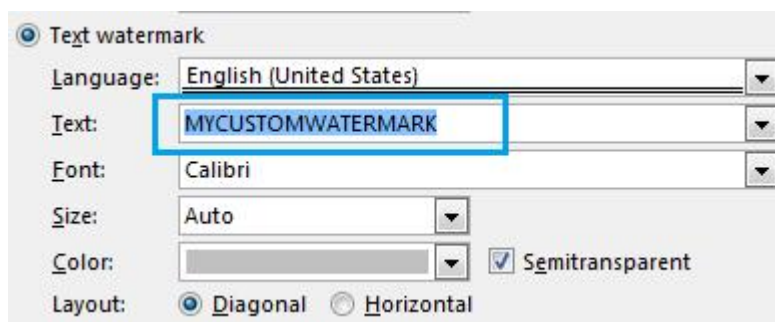1) Open word document.

2) Click on DESIGN.

3) Click on Watermark shown on top right corner.

4) Click on Custom Watermark.

5) Add Text that you want to add as watermark.

You can change watermark language, font, size, color and layout as well by selecting the options.

1) Click on Apply button and then click on OK button.

That's it, you have successfully added watermark in word document.
Follow the steps to add image watermark in word document.

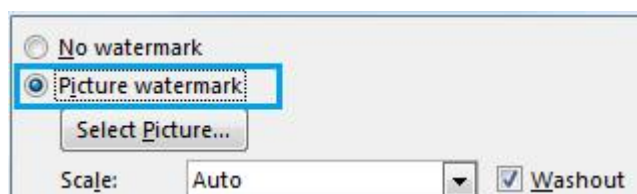1) Open word document.

2) Click on DESIGN.

3) Click on Watermark shown on top right corner.

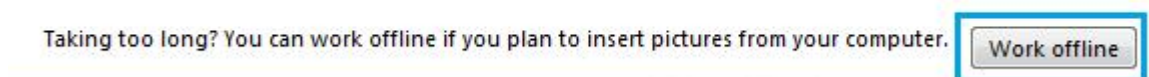
4) Click on Custom Watermark.

5) Click on Picture watermark radio button.

6) Click on Select Picture button.

7) Click on Work offline button if your computer is not connected with internet.

8) Select any image that you want to add as watermark.

9) Click on insert and then click on OK.

Once you click on OK button, the image watermark will be added to the word document. Follow the steps to remove watermark in word document added.

1) Open word document.

2) Click on DESIGN.

3) Click on Watermark shown on top right corner.

4) Click on Remove Watermark option.

Once you click on Remove Watermark option will remove the added watermark in word document.

THANK YOU