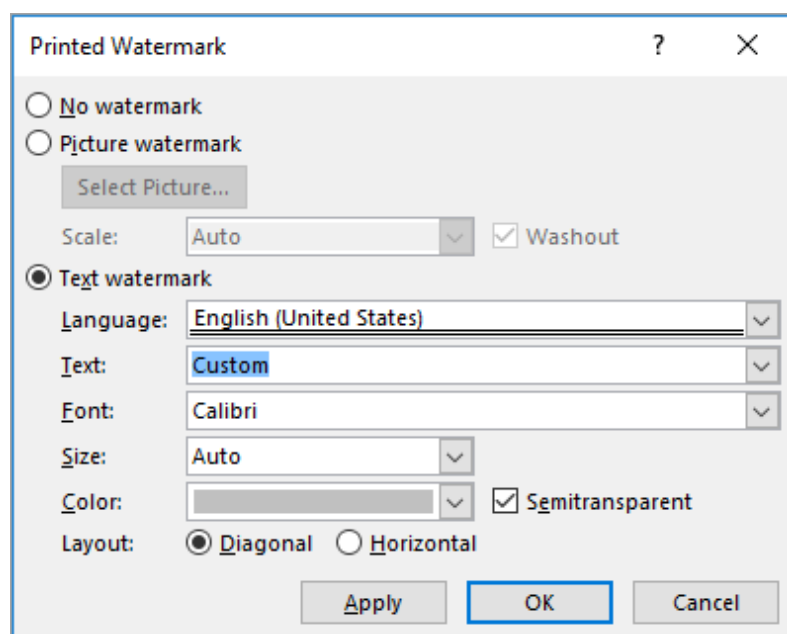


DO YOU KNOW?

How to add a watermark in Ms-Word Document

Word comes with several common watermarks, including Draft, so you can let others know the status of your document.

- 1) Open Microsoft word document in which you want to add a watermark.
- 2) Click On the Design tab.
- 3) In the Page Background group, choose Watermark
- 4) Choose Custom Watermark.
- 5) In the Printed Watermark dialog, select Text watermark.



- 6) Type your watermark text in the Text box. You can try different fonts, layouts, sizes, and colors while you're at it.
- 7) Choose OK to apply the watermark to your document.

THANK YOU