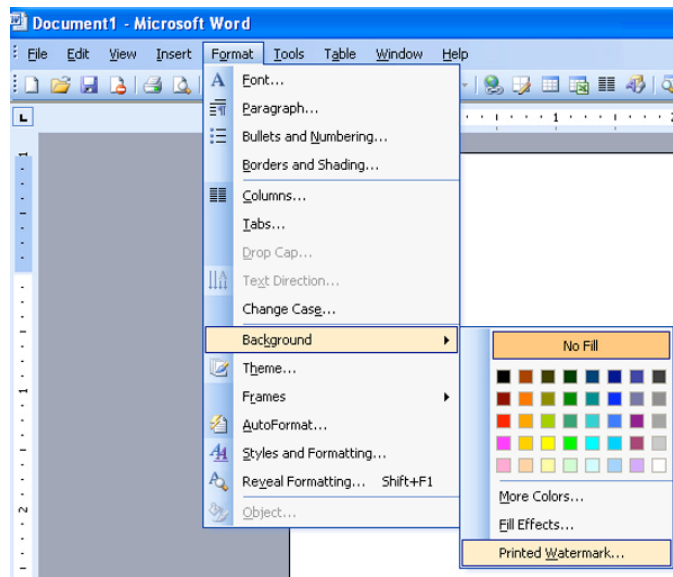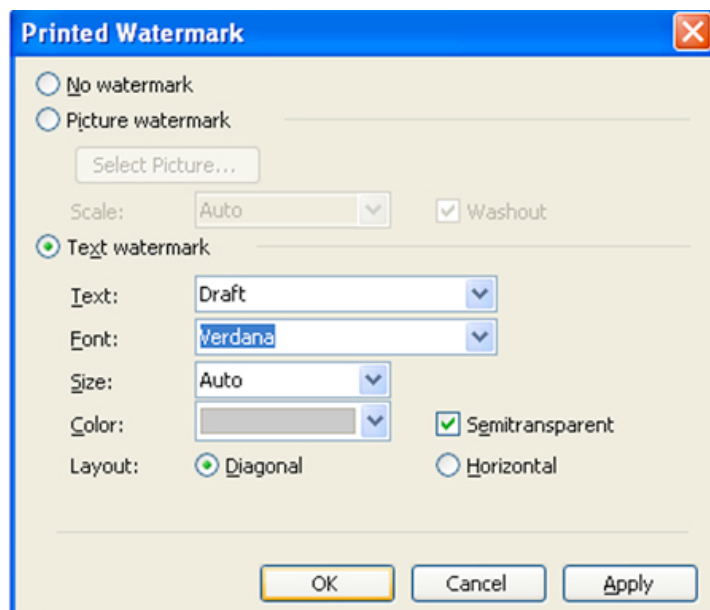# How to Add/Remove a Draft Watermark in a Word document

To insert a Draft Watermark into **Word 2003 (Win) or 2004 (Mac),** you will need to:

1. In **Word 2003 (Win)** from the **Format** menu, select **Background**, and then select **Printed watermark.**

2. Click on the **text watermark** option. Type in the text you want as a watermark (I.E. Draft) and then click the **OK** button.
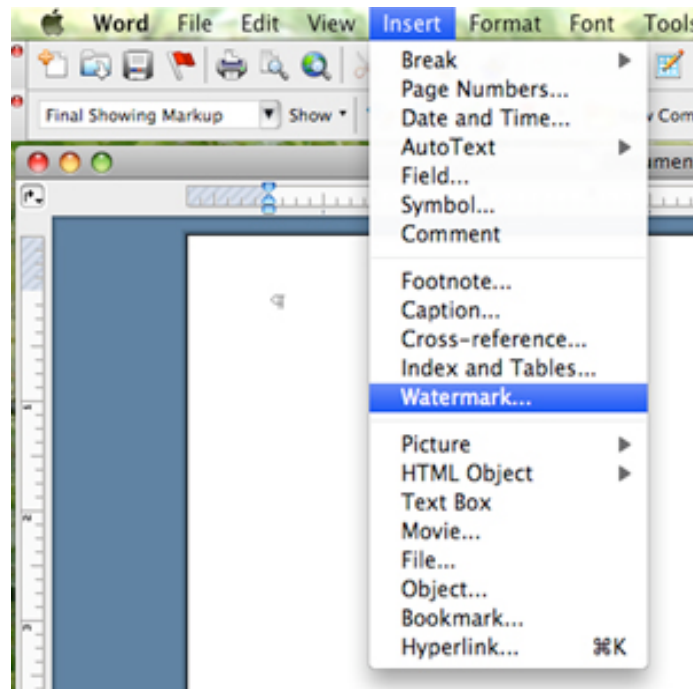
3. To remove the Draft Watermark; repeat **Word 2003 (Win)** step 1. Then click on the **No watermark** option and click the **OK** button.
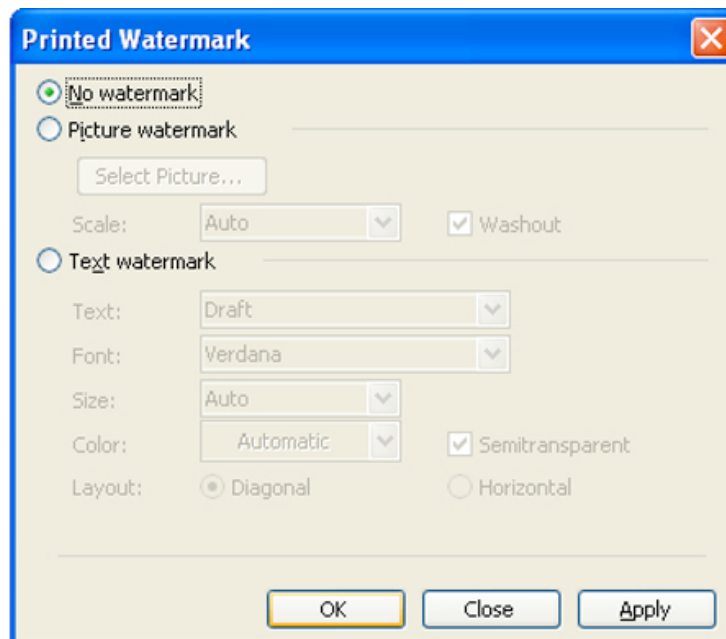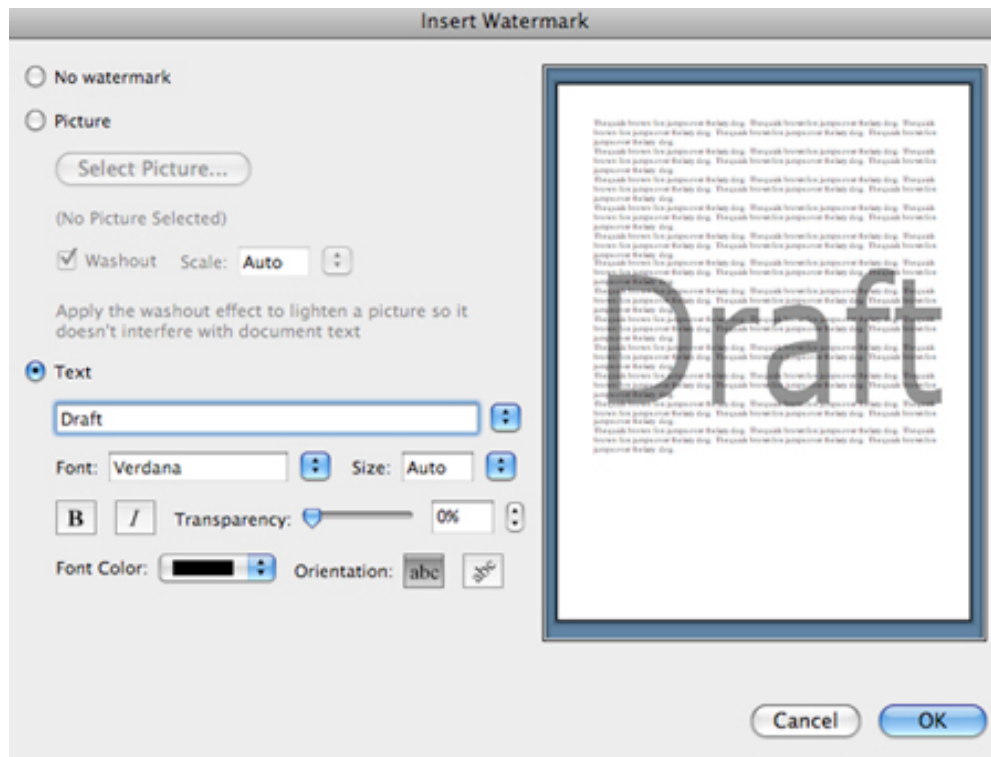

OR

1. In **Word 2004 (Mac)** go to the **Insert** menu and select the **Watermark** option.

2. This opens the Insert Watermark dialog box. Click on the **Text** option. Type in the text you want as a watermark (I.E. Draft) and then click the **OK** button.

3. To remove the Draft Watermark; repeat **Word 2004 (Mac)** step 1. Then click on the **No watermark** option and click the **OK** button.

IDT Customer