



Microsoft Word 2010 (Step by Step)

Joyce Cox, Joan Lambert

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Experience learning made easy-and quickly teach yourself how to create impressive documents with Word 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include using styles and themes; sharing, printing, and publishing documents; editing images from within Word; using SmartArt® diagrams and charts; creating references, footnotes, indexes, and tables of contents; collaborating with multiple people at the same time on the same document; and turning your ideas into blogs, Web pages, and more.

From Inside the Book: How to Add Watermarks

There might be times when you want words to appear behind the text of a printed or online document. For example, you might want the word *CONFIDENTIAL* to appear faintly behind the text in a contract. When you want to dress up the pages of your document without distracting attention from the main text, you might consider displaying a faint graphic behind the text. These faint background effects are called watermarks. Watermarks are visible in a document, but because they are faint, they don't interfere with the readers' ability to view the document's main text.

In this exercise, you'll first add a text watermark to every page of a document, and then you'll add a graphic watermark.

SET UP You need the AuthorsDraft_start document and the OTSI-Logo picture located in your Chapter09 practice file folder to complete this exercise. Open the AuthorsDraft_start document, and save it as *AuthorsDraft*. Turn off formatting marks and the ruler, and set the magnification so that you can see all the text. Then follow the steps.

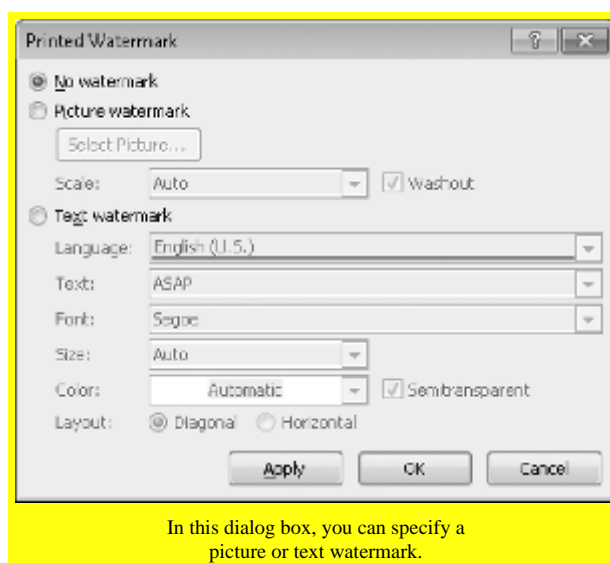
- 1. On the **Page Layout** tab, in the **Page Background** group, click the **Watermark** button.



The Watermark gallery appears.

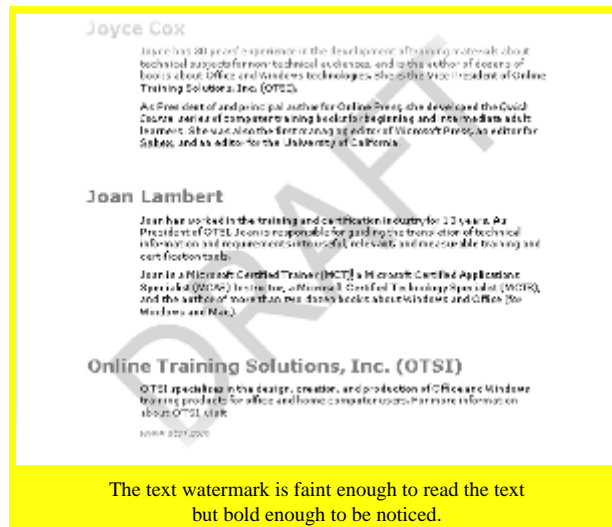


- 2. Scroll to the bottom of the gallery, noticing the available options. Clicking any of these options inserts the specified watermark in pale blue on every page of the current document.
- 3. Below the gallery, click **Custom Watermark**. The Printed Watermark dialog box opens.

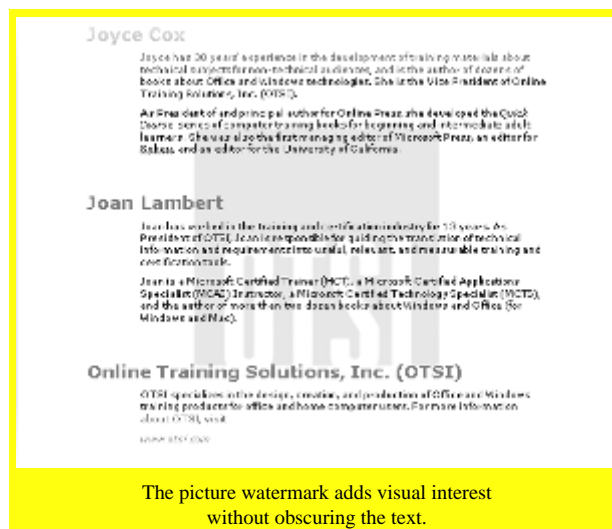


- 4. Click **Text watermark**, display the **Text** list, and then click **DRAFT**.
- 5. Ensure that **Verdana** appears in the **Font** box.

6. Click the **Color** arrow, and then click the purple box (**Purple, Accent 4**).
7. With the **Semitransparent** check box and **Diagonal** option selected, click **OK**. The specified text is inserted diagonally across the page.



- 8. On the **Page Layout** tab, in the **Page Background** group, click the **Watermark** button, and then click **Custom Watermark**.
- 9. In the **Printed Watermark** dialog box, click **Picture watermark**, and then click **Select Picture**. The Insert Picture dialog box opens.
- 10. Navigate to your **Chapter09** practice file folder, and double-click the **OTSI-Log** picture file.
- 11. In the **Printed Watermark** dialog box, change the **Scale** setting to **200%**, and then click **Apply**.
- 12. Drag the dialog box by its title bar until you can see the watermark. Then change the **Scale** setting by typing **400%**, and click **Apply**.
- 13. With the **Washout** check box selected, click **Close**. The picture is inserted as a watermark at the size you specified.



- **CLEAN UP** Save the AuthorsDraft document, and then close it.

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