

How to insert, delete watermark in Word documents

To insert or remove watermark on a Word document, we can immediately use the built-in feature in this editor, with 2 different watermark inserts in the content.

The logo stamp, adding watermark to office documents is too familiar to users. When the document is stamped, the reader will easily identify the document coming from which website, especially the ability to edit the content will be greatly limited.

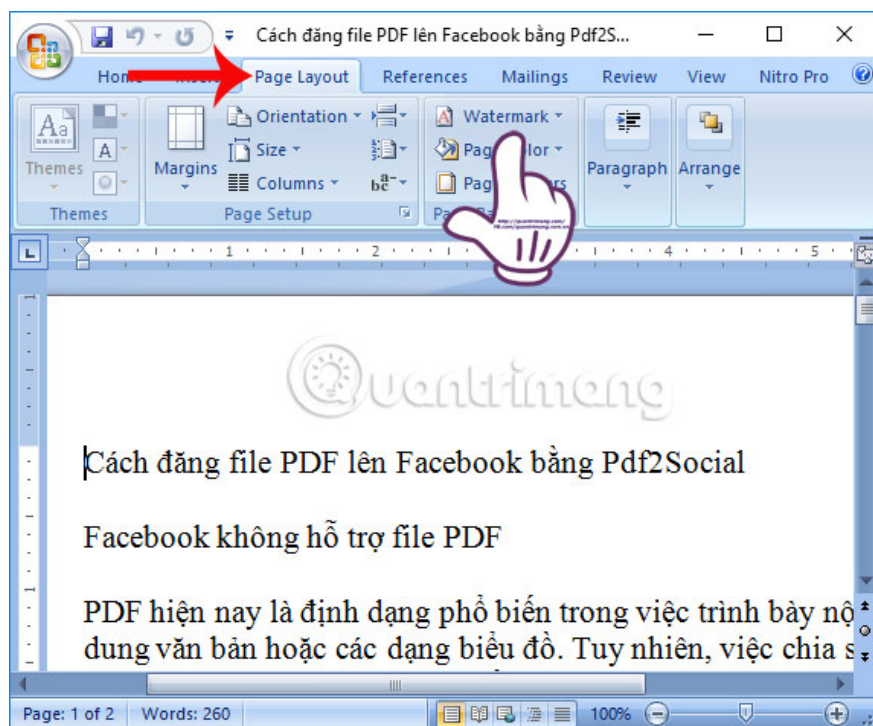
In the Word office tool, the built-in watermark and delete watermark functions are included in the text page, making it easy to create logo marks for documents. In the article below, Network Administrator will help you understand how to insert watermark in Word content.

1. How to insert watermark, logo sink into Excel
2. How to create Watermarks on PowerPoint
3. How to stamp copyright PDF files

Method 1: Create Word watermark image format

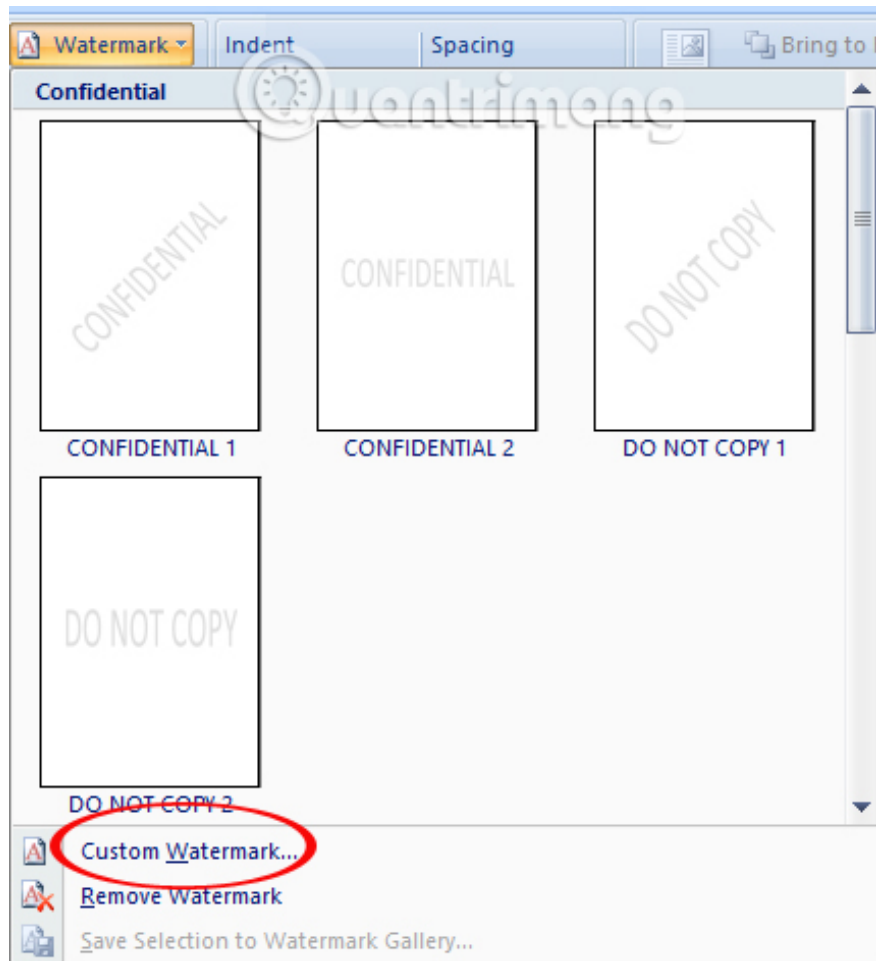
Step 1:

In the Word interface, first click on the position in the text you want to insert the watermark. Then click on the **Page Layout tab** and then click on the **Watermark** entry.



Step 2:

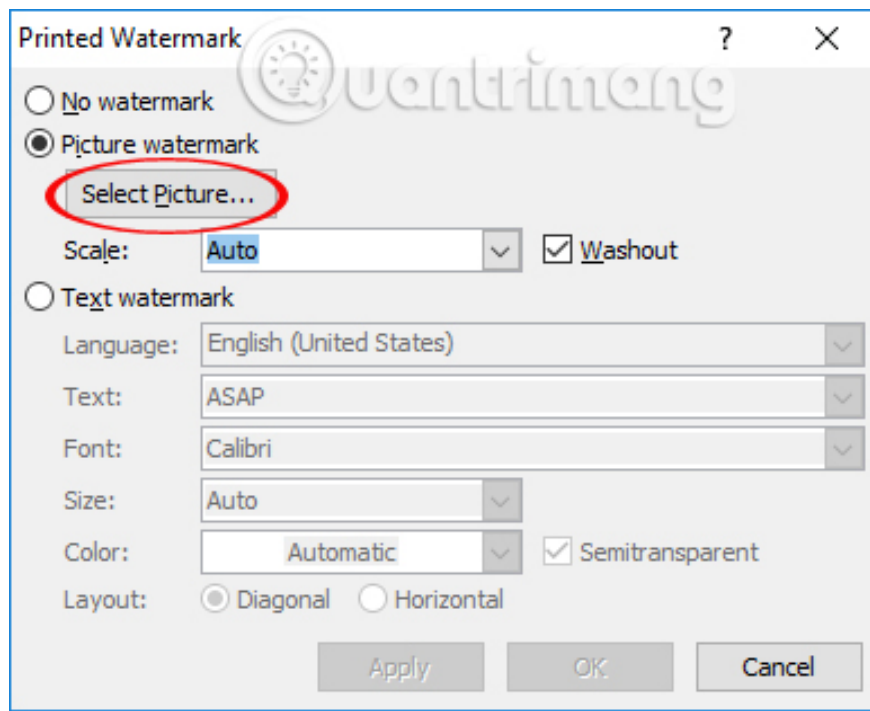
Here you will see the preview image of some types of watermark inserts in Word so that you can choose for your document. Click **Customs watermark** .



Step 3:

The Print Watermark dialog box appears. Here users will have 2 ways to insert watermark into content.

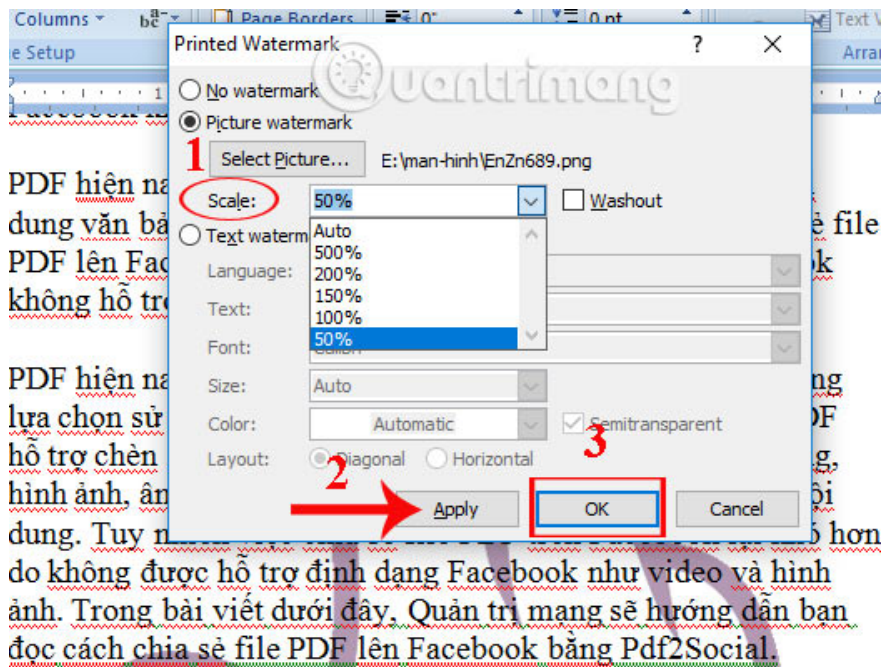
If you want to insert a watermark with an existing image, check the **Picture watermark**, then click **Select Picture** to open the watermark image stored on the computer.



Step 4:

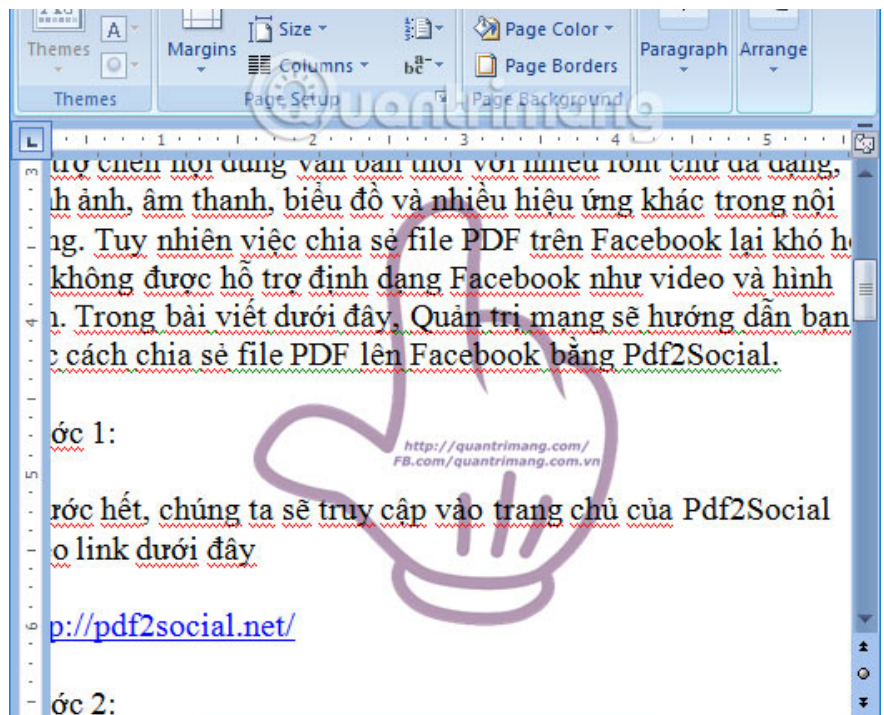
Next to the **Scale** section, select the size for the selected watermark. Finally click **Apply** to preview how the watermark is inserted into the Word page.

Note to users , when removing the area in the Washout box, the watermark will be darker as shown below. If you like the way to insert this watermark, click **OK** to save it.



Bước 1: <http://quantrimang.com/>
FB.com/quantrimang.com.vn

Finally, Word content will be inserted watermark as image as shown below.



Method 2: Insert Word watermark in Text

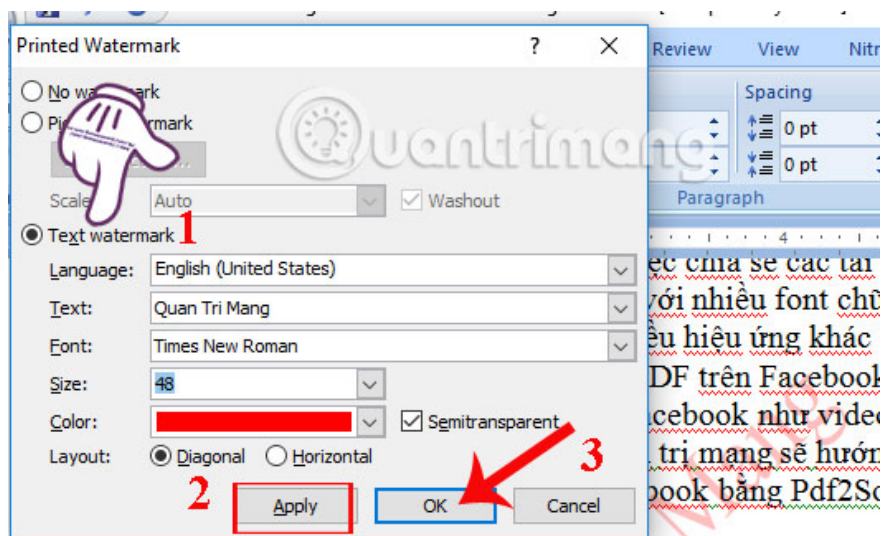
Step 1:

We also follow the above steps to open the Watermark item in Word. If you insert a watermark by entering text, click **Text watermark** . Then customize the watermark to include the following items:

1. Language: select the language for the watermark.
2. Text: enter the content for the watermark.
3. Font: select the font for the watermark
4. Size: select the size for the watermark.
5. Color: select the color for the watermark.
6. Layout: select watermark direction (diagonal type diagonal, Horizontal type is horizontal).
7. Semitransparent: create a semi-transparent style for the watermark.

Step 2:

Once set up, click **Apply** to preview how the watermark will appear in Word content. Finally, users click OK to save this new text watermark.



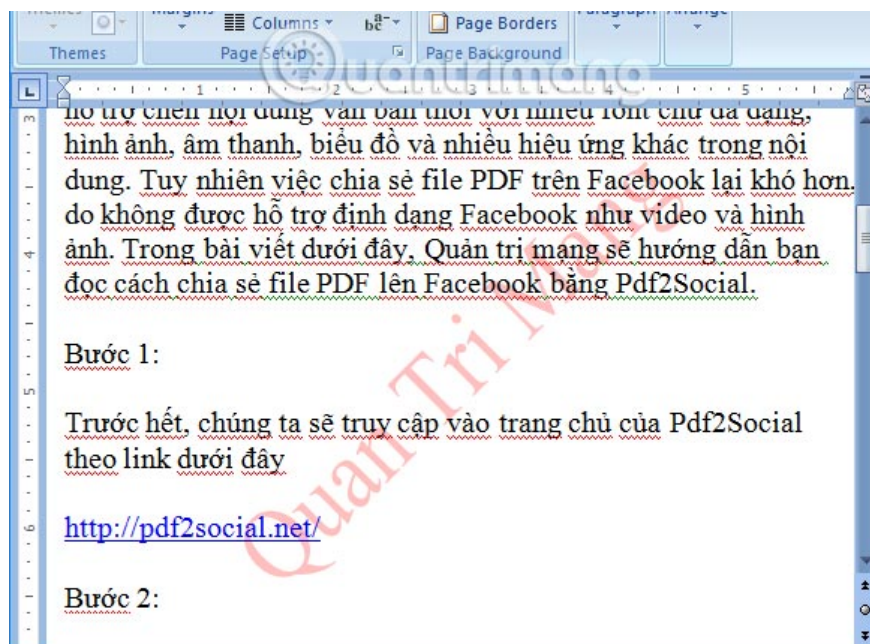
Bước 1:

Trước hết, chúng ta sẽ truy cập vào trang chủ của Pdf2Social theo link dưới đây

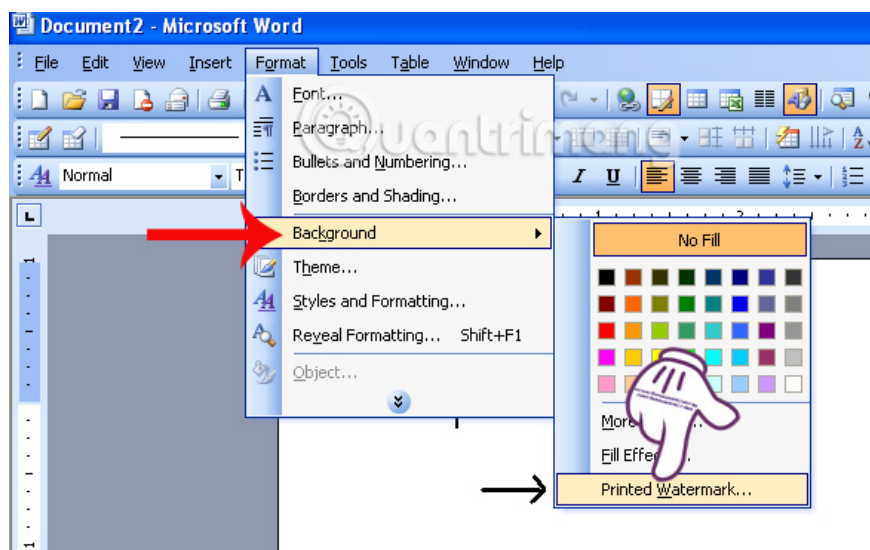
<http://pdf2social.net/>

Step 3:

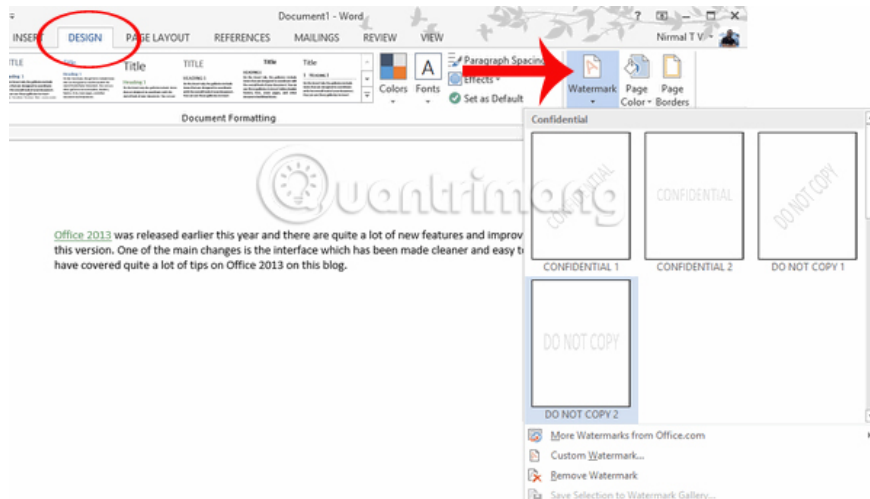
As a final result, we will get the watermark as text as shown below.



In the case of using **Word 2003** , users access **Format> Background> Printed Watermark** . and then enter the watermark for the document.

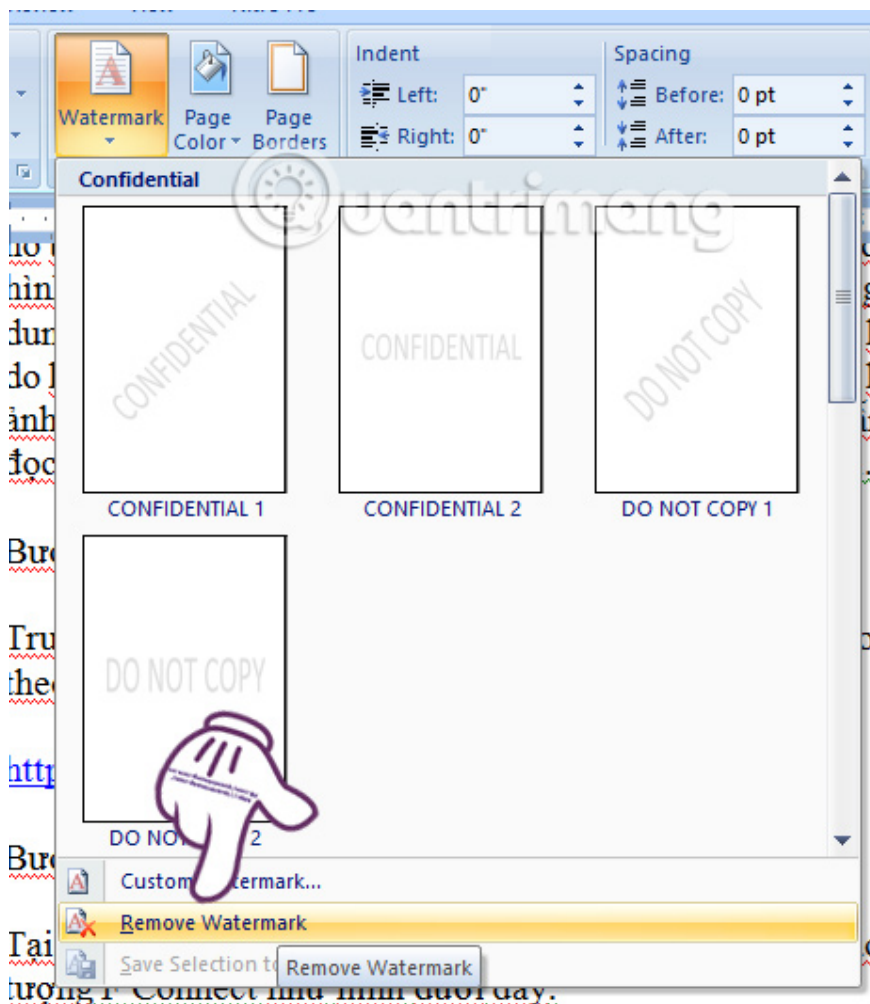


With **Word 2013** , we will click on the **Design** tab and then click on the **Watermark** item. The rest of the users do the same according to the tutorial above.



3. How to remove the created watermark on Word:

Word will support users to create a watermark and delete the watermark just created. To delete the created watermark, click on **Page Layout** to select **Watermark** and then select **Remove watermark**.



The above is a detailed tutorial on how to insert and delete watermark created in Word documents. Users can choose from 2 ways to insert logos with available images, or enter the content for the watermark. The Watermark section on Word versions will be in different locations, but the workflow is similar to the above article.

Video tutorial inserting watermark on Word

I wish you all success!

You finished reading the article "**How to insert, delete watermark in Word documents**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.