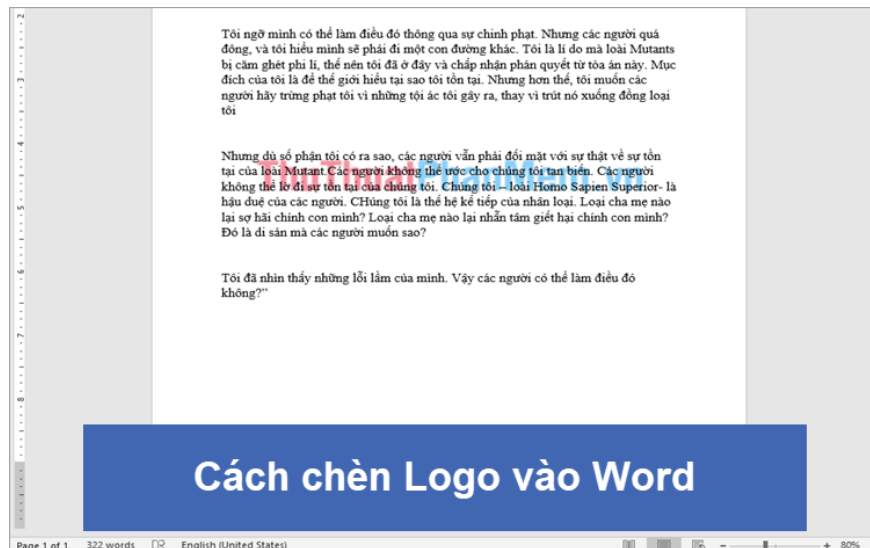


How to insert Logo into Word

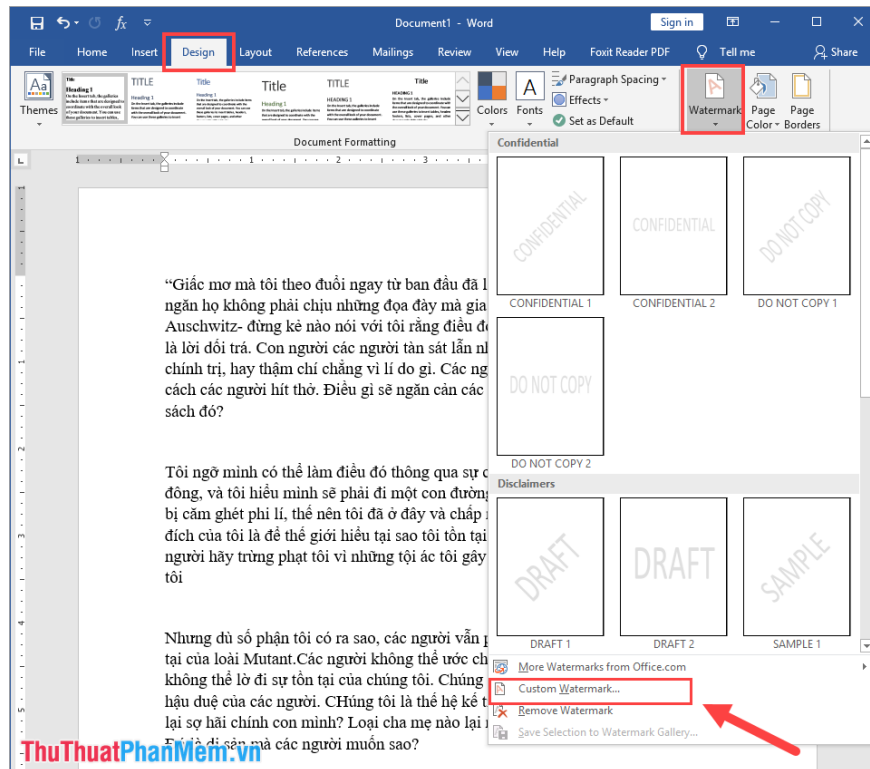
How to insert Logo into Word. Inserting a Logo into a Word file also makes it easy for readers of Word files to recognize where and whose file it is and quickly they will be able to communicate quickly when needed.

When we work with data Word files, inserting Logo, Watermark into the file is very important because they help us not to be stolen data, not used by malicious actors. Inserting a Logo into a Word file also makes it easy for readers of Word files to recognize where and whose file it is and quickly they will be able to communicate quickly when needed. In this article, Software Tips will guide you how to insert Logo into Word.

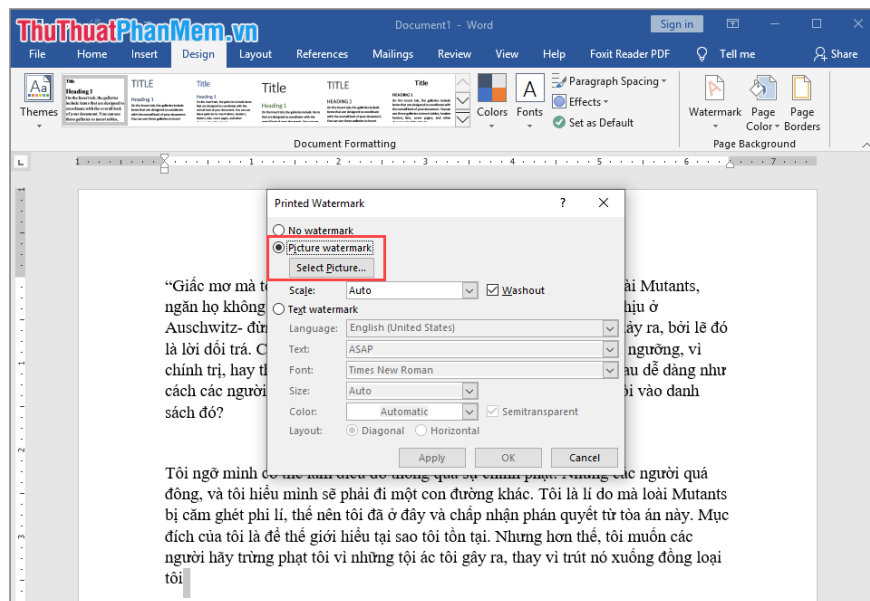


1. Insert Logo into Word file

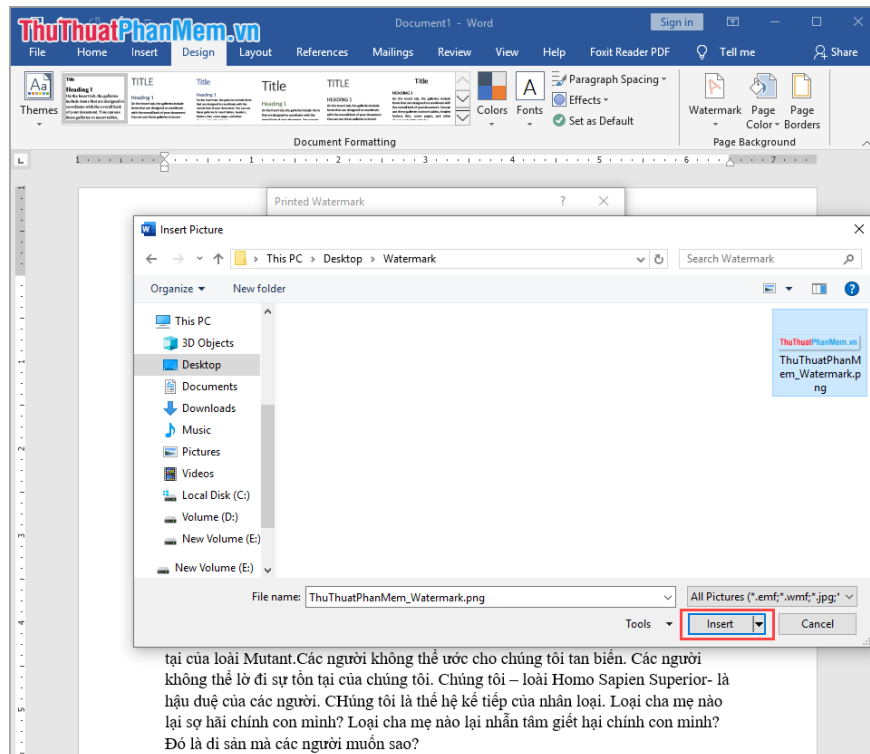
Step 1: You select the **Design** tab and select **Watermark** . After that, you choose **Custom Watermark** . to proceed with adding your Logo stamp.



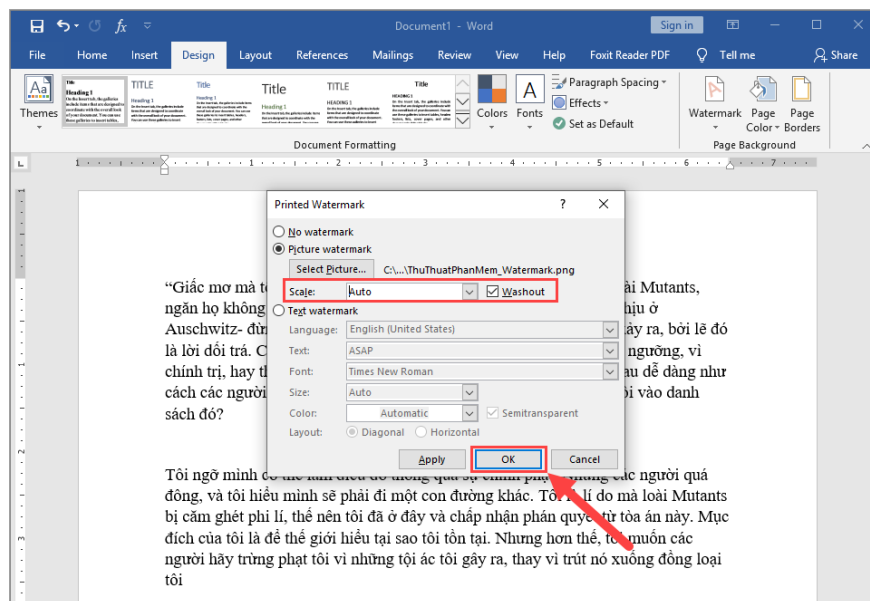
Step 2: We will insert the Logo, so you select **Picture watermark**, then you select **Select Picture**. to open the Logo file on the computer.



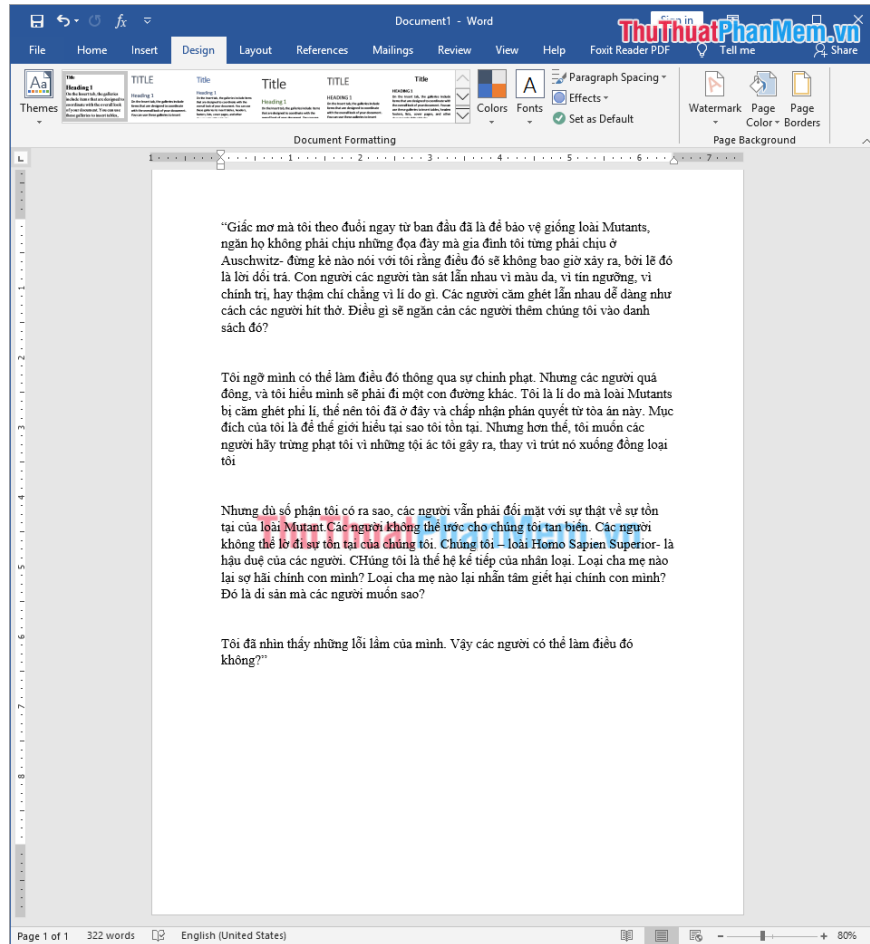
Step 3: You proceed to select the **Logo** file and click **Insert** to open.



Step 4: After selecting the Logo file, you proceed to set the **Scale** (should be Auto) and select **Without** if you want your Logo to be light, hard to detect. When you have finished setting up, select **OK** to have Word automatically insert the Logo for you.



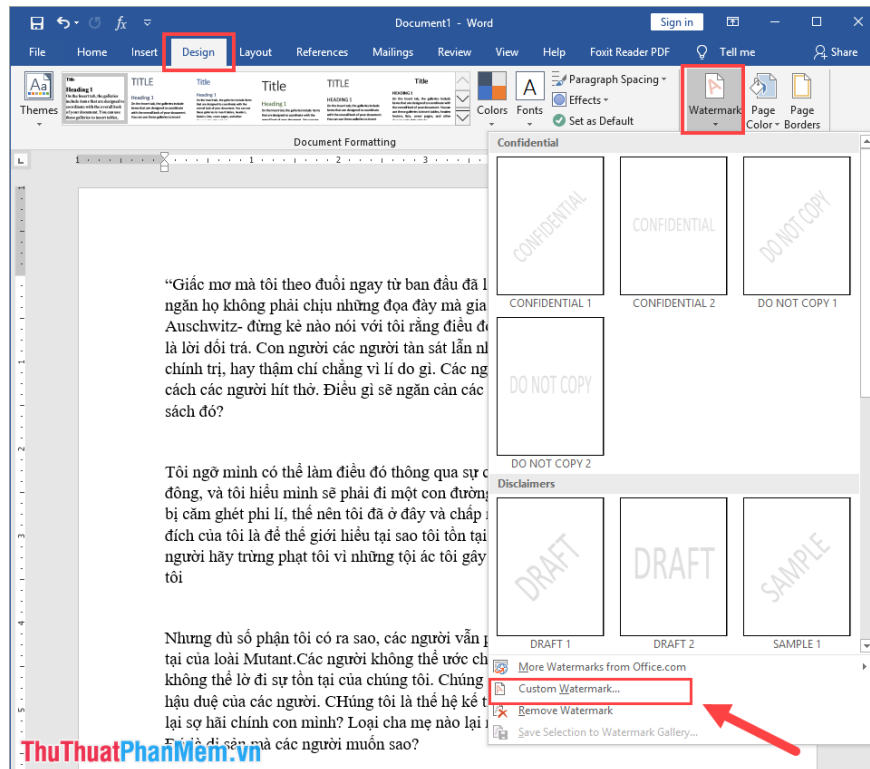
Word will automatically insert the Logo you have selected in the middle of the page, here is our result:



2. Insert Logo in words into Word file

For some reason that you do not have the Logo image file, do not worry, we can use Logo in words.

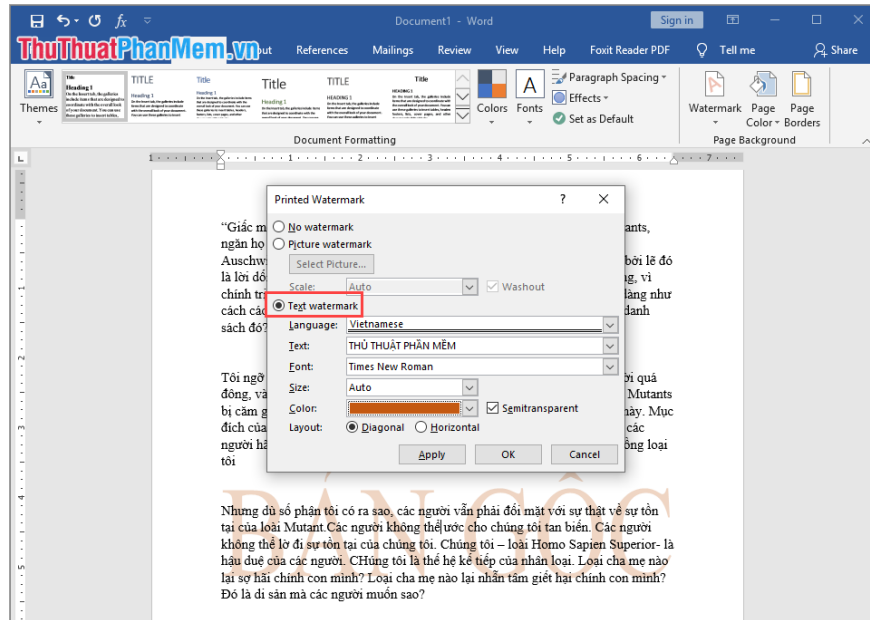
Step 1: You select the **Design** tab and select **Watermark** . After that, you choose **Custom Watermark** . to proceed with adding your Logo stamp.



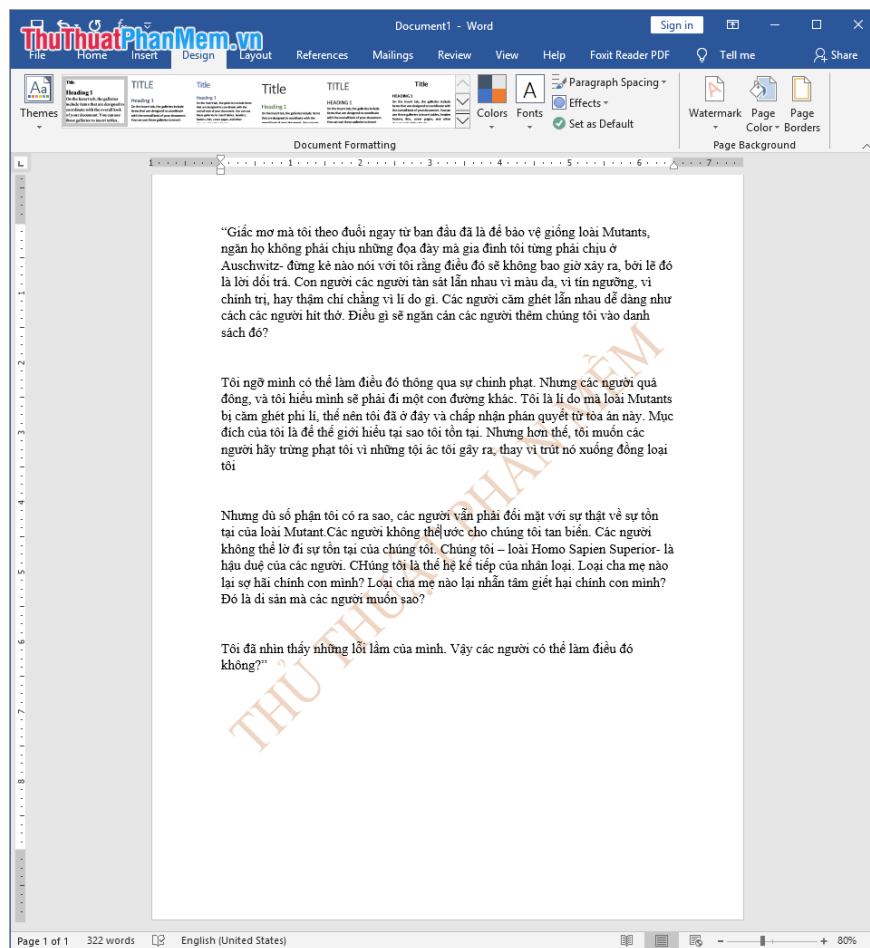
Step 2: We will insert Logo in words so you select **Text watermark** , then you proceed to set the following information.

1. Language: Language
2. Text: Logo content
3. Font: The font for the Logo
4. Size: Logo Size (recommended for Auto)
5. Color: Logo color
6. Layout: Diagonal (Cross Logo), Horizontal (Horizontal Logo)

After setup is complete, click **OK** to insert Logo.



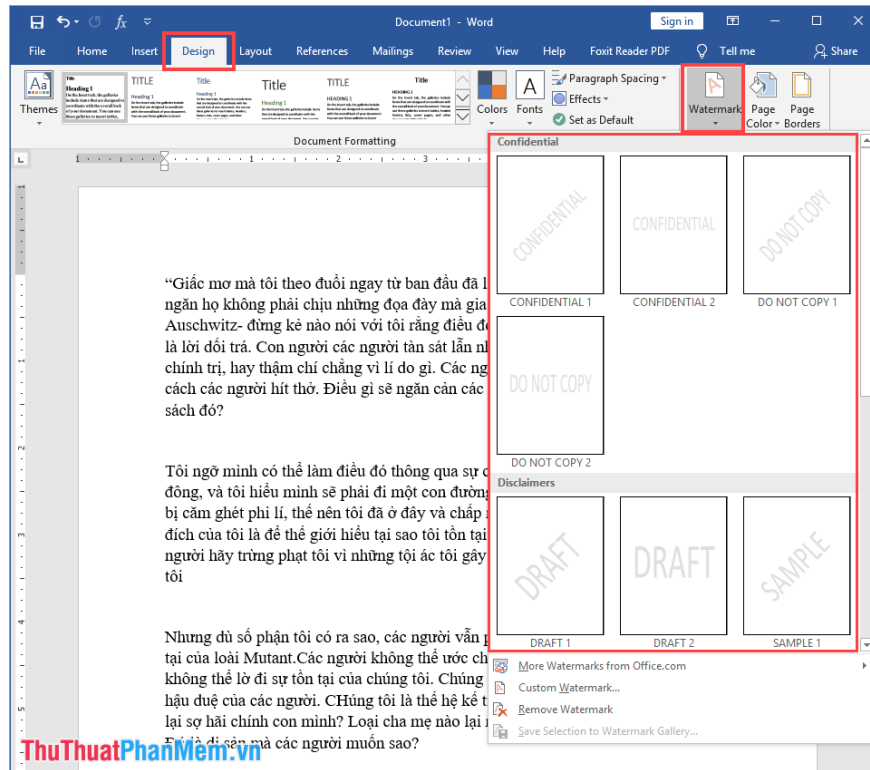
And here is our result after inserting the Logo in words.



3. Insert the default Logo

There are some logos and Watermark available on Word, so you can use them to mark copyright fast.

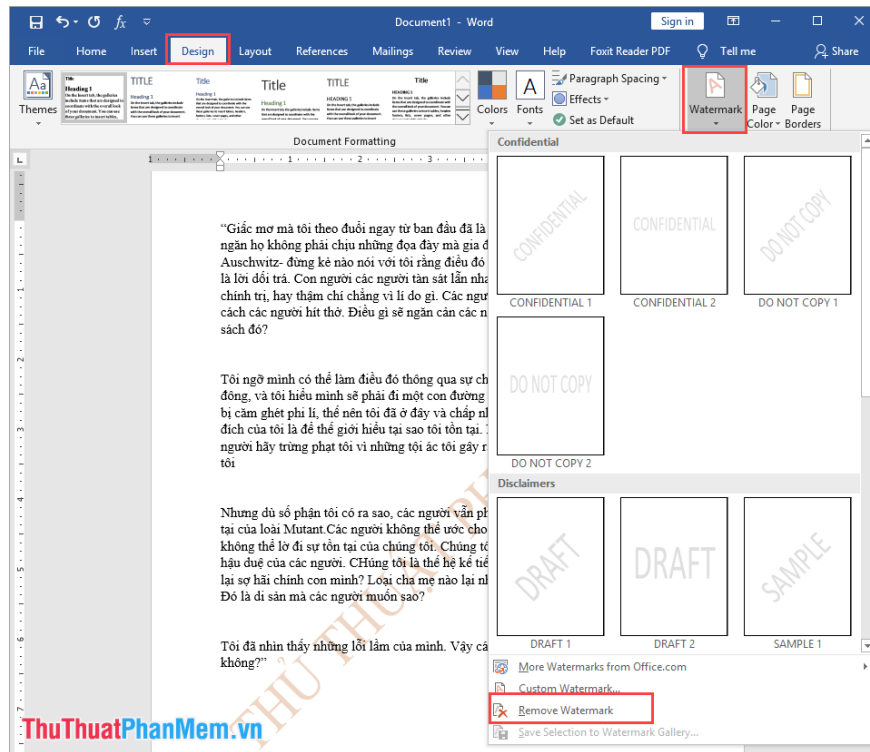
You proceed to select the **Design** tab and select **Watermark** . After that, you can choose one of the logo templates available in it.



4. How to delete Logo in Word

To delete Logo in Word, you only need a few very basic and fast operations as follows:

You select the **Design** tab and choose **Watermark** . After that, you select **Remove Watermark** is done, the Logo will disappear.



In this article, Software Tips guide you how to insert Logo into Word quickly and beautifully. Good luck!

You finished reading the article "**How to insert Logo into Word**" 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.