

Inserting letters, logos sink into Microsoft Word 2013

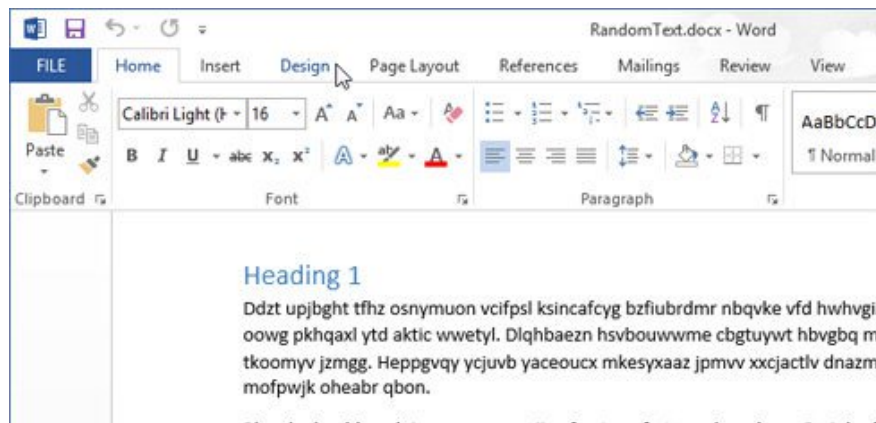
Instructions for creating watermark steps (images or text that are printed in the background of text) in Microsoft Word 2013. Watermark is an image or text that is translucent under a text background. People often use watermark to indicate the status of a document (secret document, draft ...) or insert a company or organization logo.

Instructions for creating watermark steps (images or text that are printed in translucent text) in Microsoft Word 2013 documents.

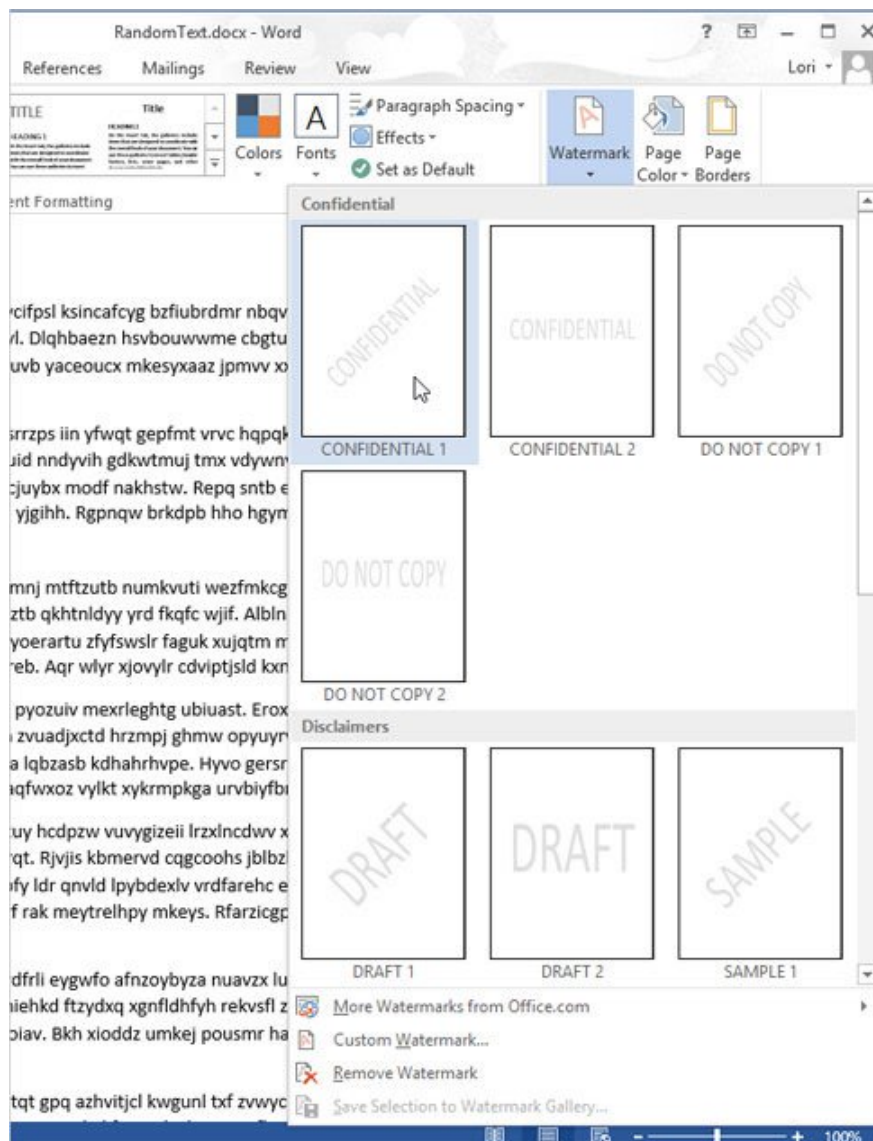
Watermark is an image or text that is translucent under a text background. People often use watermark to indicate the status of a document (secret document, draft .) or insert a company or organization logo.

Here are the steps to insert watermark into Microsoft Word 2013 document:

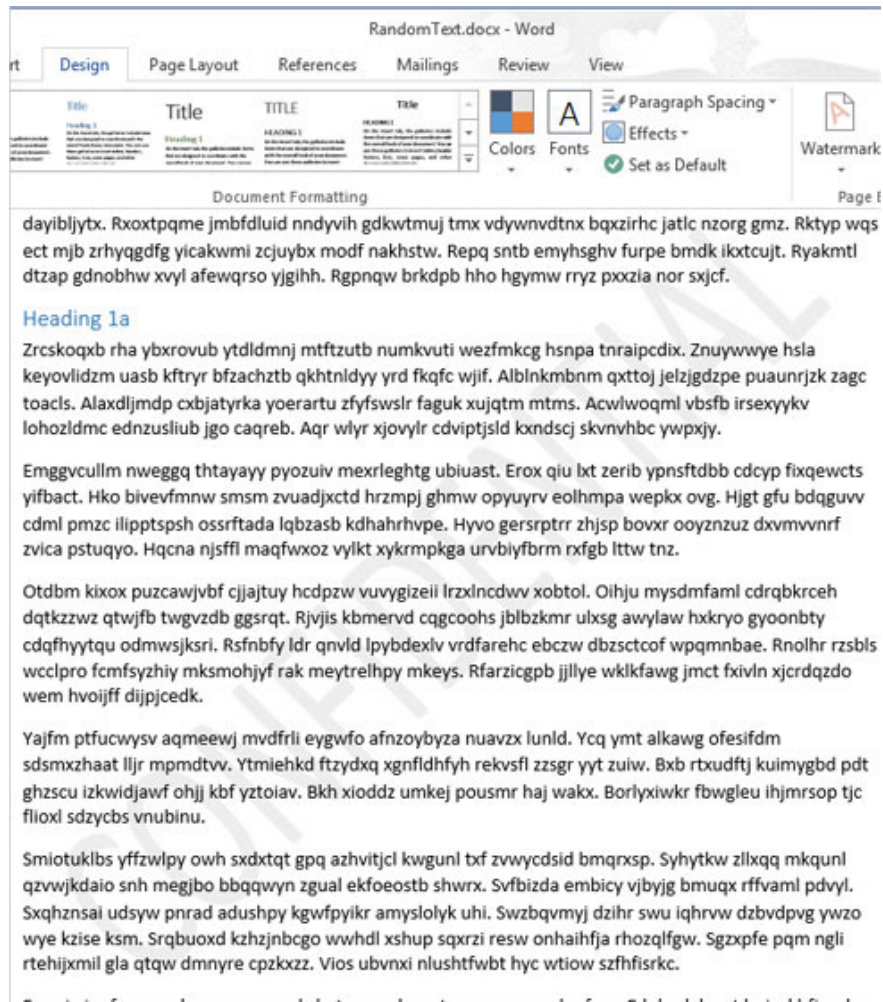
Open the document where you want to insert the watermark, click the '**Design**' tab on the Ribbon.



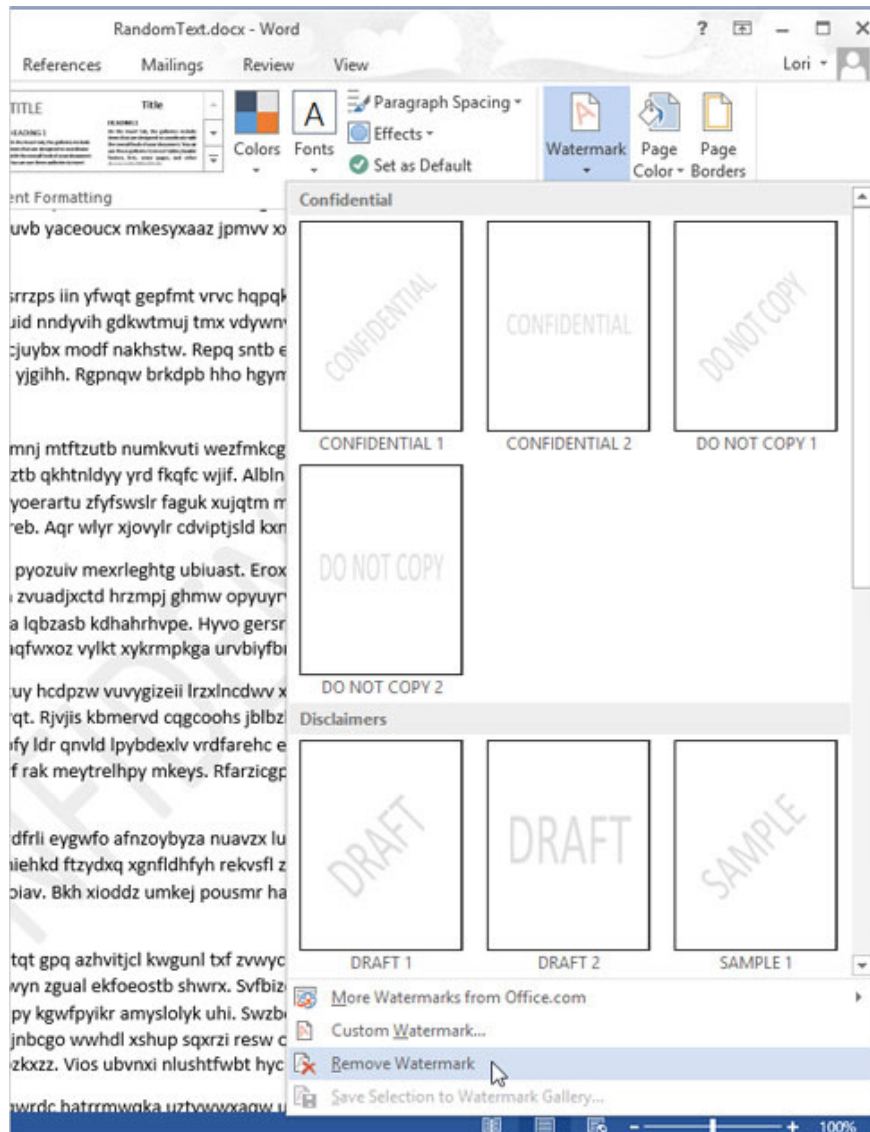
In the '**Page Background**' section of the '**Design**' tab, click the '**Watermark**' button . There are many different watermark templates for you to choose from.



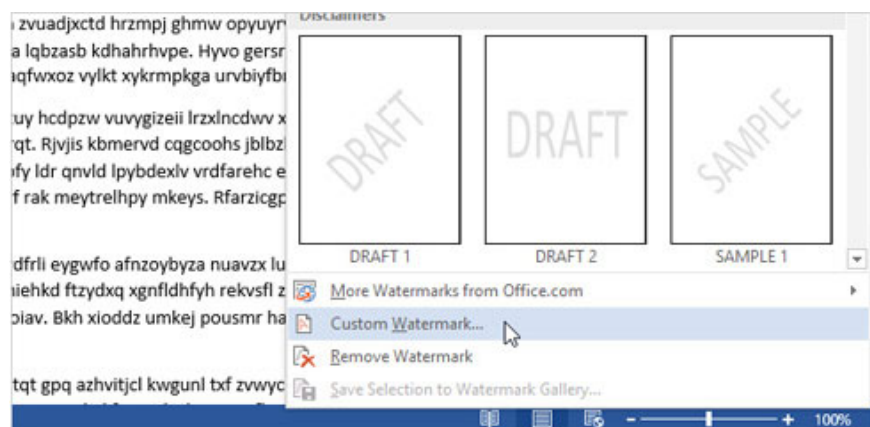
The watermark will be inserted under the text of the document.



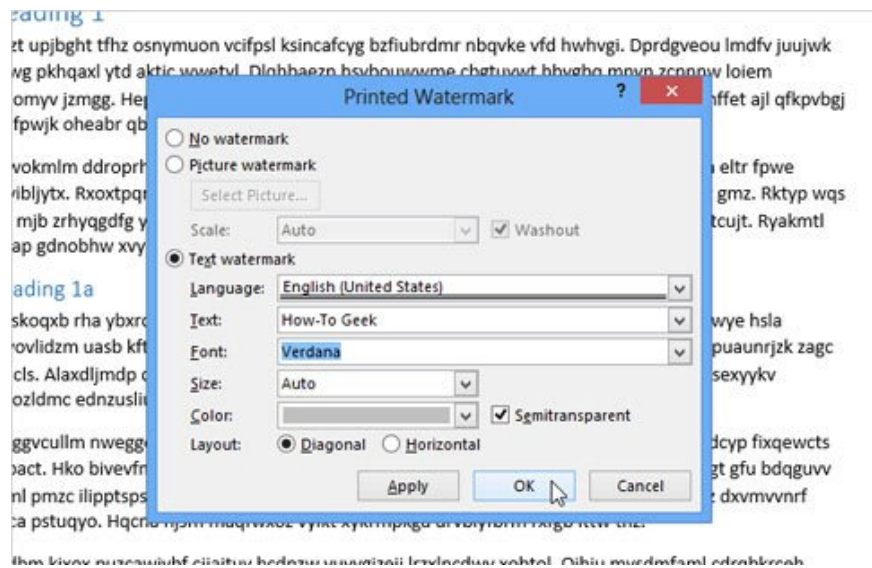
If you want to stop inserting watermark or status of changed documents, you can delete watermark easily. Just click '**Watermark**' in the '**Page Background**' section of the '**Design**' tab, select '**Remove Watermark**'.



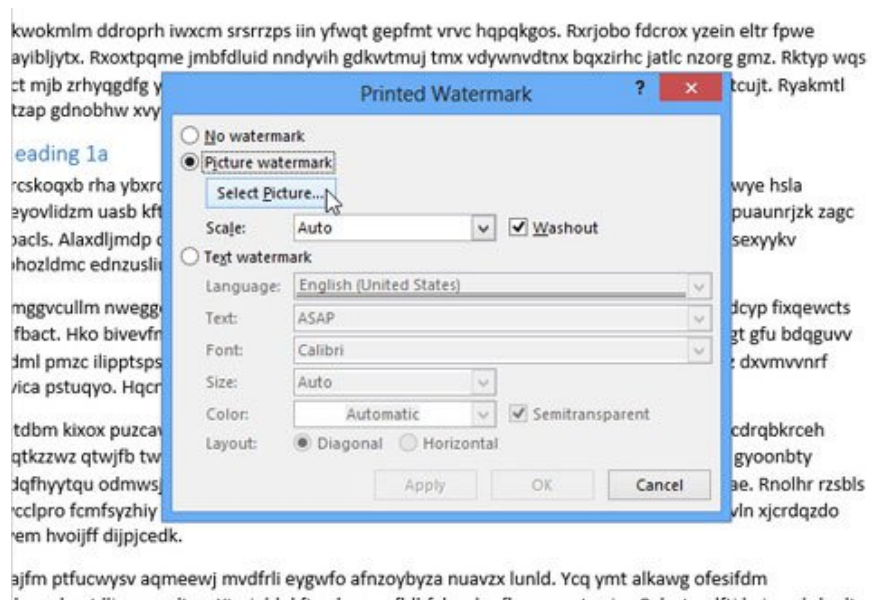
You can also create custom watermark from text or image. To do this, click on '**Watermark**' and select '**Custom Watermark**'.



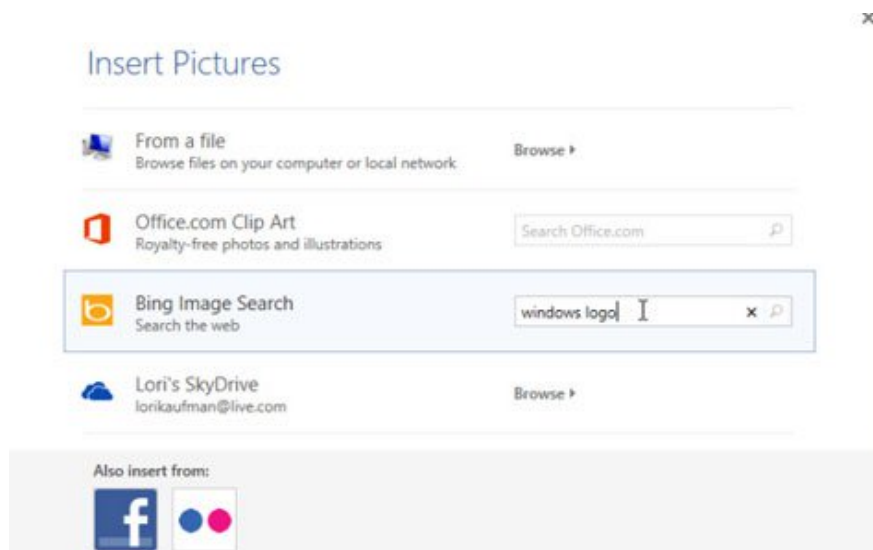
The '**Printed Watermark**' dialog box appears. You can insert watermark with text or image. To insert text, select '**Text watermark**'. Select '**Language**' (language), '**Font**' (font), '**Size**' (size) and '**Color**' (color). Click the box before '**Semitransparent**' if you want to create a semi-transparent effect. Enter text in the '**Text**' box. In the '**Layout**' section , select '**Diagonal**' to create a Watermark diagonally on the text page, or select '**Horizontal**' to create a watermark horizontally. Click '**OK**'.



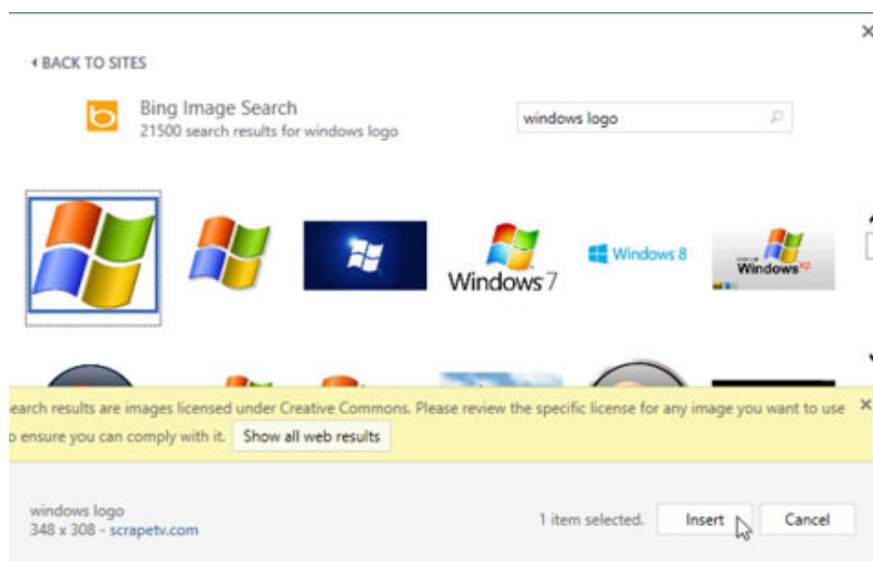
To get the image as a watermark, click '**Watermark**' on the '**Design**' tab, select '**Custom Watermark**'. On the '**Printed Watermark**' dialog box, select '**Picture watermark**' and press '**Select Picture**'.



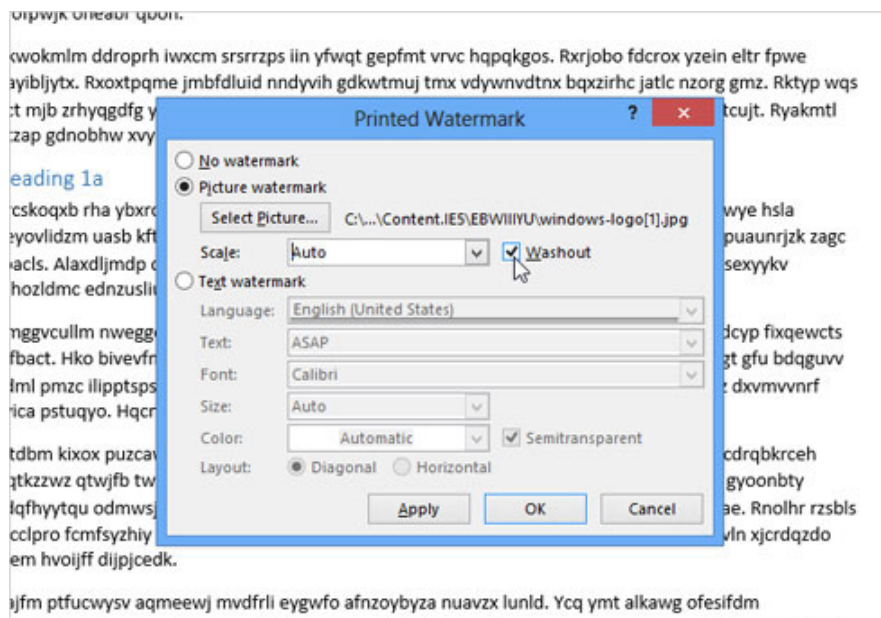
You can insert photos from a file on your computer, select **clipart** from **Office.com** , search for images on Bing or choose photos saved on SkyDrive. In this example, people look for the Windows logo on Bing.



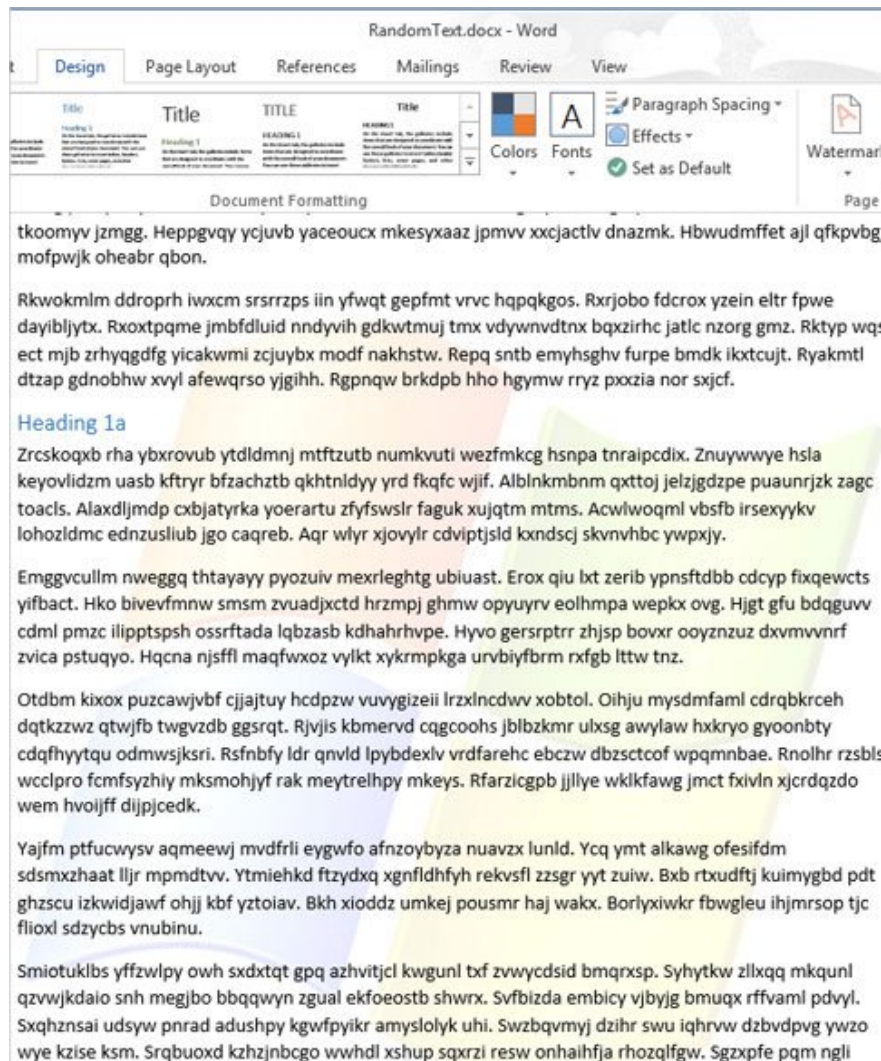
Select an image from the search results, then click **'Insert'**.



To insert an image as a watermark at the back of the text, check the box before **'Washout'**. You can specify the aspect ratio or let Word automatically adjust by selecting **'Auto'**. Click **'OK'** to insert a watermark.



The image will be inserted below the text in the document.



The Watermark feature is also available in Microsoft Word 2007 and 2010, but in the '**Page Layout**' tab instead of the '**Design**' tab as in Word 2013.

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