Watermark in Microsoft Word

1. **From the Menu select Insert – Picture – Clip Art**
2. **Choose a picture to insert into your document.**
3. **Select the picture and center it.**
4. **Pull down Format from the Menu and choose Picture.**
5. **Click on the arrow next to Image Control – Color and choose watermark. You can also adjust the brightness and contrast.**
6. **Click on the Layout Tab and choose Behind Text. Click OK. Now you can type over the picture.**