

Want to add a watermark to your document that appears somewhere other than the middle of the page? In a few quick steps, you can create a customized watermark to appear anywhere!

1. **Open** an existing document (it is easier to do this if the rest of the document is finished).
2. **Insert** the **picture** (from a file or clipart) that you wish to use for your watermark.
3. In the **Arrange** group of the **Picture Tools, Format** tab, click **Text Wrapping** and select **In front of text** (just until you finish setting it up).
4. In the **Adjust** section, of the **Picture Tools, Format** tab, adjust the **Brightness** and **Contrast** and/or make a **Recolor** selection.
5. Resize and position the graphic on the page as desired. This is usually easier if you change your zoom to **Whole Page**.
6. When you are happy with the placement, right click the graphic and choose **Send to Back>Send behind text** from the short cut menu

For a screen cast of this tip, go to:

<http://screencast.com/t/Ays4fJqOEI>