

Technology Tips

November 17, 1999



Question:

How can I make a watermark using a text box in Word? The directions in Word's Help file don't work for me.



Answer:

You are right – Word's directions for making a watermark with a text box are not helpful. Here are simple step-by-step instructions for making a watermark with the text aligned horizontally across the page:

- ① Watermarks are created in the header or footer of your document. To create a header or footer, click once on **View** in the menu bar and then choose **Header & Footer** in the drop-down box.
- ② To make life easier, you need to temporarily hide the text in your document. On the Header & Footer bar that pops up on your screen, click on the **Show/Hide Document Text** button (7th icon from the left).
- ③ The next step is to draw a text box. On the menu bar, click once on **Insert** and choose **Text Box** in the drop-down menu. Your cursor will turn into a big +. To draw your text box, click and drag from the upper left corner to the lower right corner of the area you want enclosed. Don't worry about the size or position of the box; you will fix that next.
- ④ Now you will format the text box. Click once inside the text box to drop your cursor there. On the menu bar, click on **Format** and choose **Text Box** (last item on list). You are going to change many settings in this dialog box.
 - First, click on the **Size** tab. Enter the **Height** and **Width** that you want the box to be. (If your 8.5 x 11 inch page has one inch margins, you can make a box that covers the whole area within the margins by entering 9 inches in Height and 6.5 inches in Width.)
 - Click on the **Position** tab next. Click on the down arrow next to **From** and choose **Margin** for both **Horizontal** and **Vertical**. Then enter **zero inches** for both Horizontal and Vertical.
 - Click on the **Wrapping** tab. Click on **None** under **Wrapping Style**.
 - Click on the **Colors & Lines** tab. Under **Fill**, click on the down arrow next to **Color** and choose **No Fill**. Under **Line**, click on the down arrow next to **Color** and choose **No Line**.
 - Click on **OK** to exit the Format Text Box dialog.
- ⑤ Type whatever text you want in the text box. To change the format of the text, first select it by holding down the left mouse button and dragging over the text. On the menu bar, click on **Format** and choose **Font**. In the dialog box, select the font, style and size you want. For example, Arial, Bold Italic, 100. Next choose a **color** for the text. On some printers, turquoise prints as the right shade of light gray. If this is too dark on your printer, try yellow. Click on **OK** to exit the Font dialog box.

- ⑥ The next task is to move the text where you want it on the page. One way to do this is to format the paragraph. On the menu bar, click on **Format** and choose **Paragraph** from the drop-down menu. In the dialog box, click on the **Indents & Spacing** tab. Under **Alignment**, choose **Centered**. This will center the text horizontally in the text box.
- ⑦ Centering the text vertically in the box is a trial and error process in Word. On the **Indents & Spacing** tab on the Format Paragraph dialog box, you can change the **Spacing Before** value to move the text down the page. Type 3 in. or 3.5 in. into the box. (Don't worry that you are entering a value in inches; Word will automatically convert the inches to points.) Click on **OK** and observe the results. If you can't see the whole page, choose **View** on the menu bar. Then click on **Zoom** and choose **Whole Page**. Is the text where you want it to be? If necessary, make adjustments in the Format Paragraph dialog by repeating Steps 6 & 7 and making appropriate changes.
- ⑧ When you are satisfied with your text watermark, click on **View** and choose **Page Layout**. This will turn off the Header/Footer view and take you back to a view where you can see your document text as well as the watermark. Save the document. Print a page to see whether you need to make adjustments.

If you want to make a watermark with text oriented at an angle across the page, you will need to use a different technique that creates text as a graphic. See the *Technology Tip* on creating a watermark using Word Art for instructions.