

Technology Tips

November 18, 1999



Question:

In the last Technology Tip, you explained how to create a watermark with text aligned horizontally across the page, but I want the text at a 45 degree angle. Can I do this?



Answer:

The last *Technology Tip* explained how to create a watermark using a text box. While you can rotate text vertically in a text box, you can not rotate it at an angle. To rotate text at an angle in Word, you need to use a technique that creates text as a graphic. The simplest way to do this is to use Word Art. Here's how:

- 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 Now you will insert Word Art into the header. On the menu bar, click once on **Insert** and choose **Picture** in the drop-down menu. Then choose **Word Art**. You can use any of the styles shown in the pictures. I like the second one in the top row. Click on the style you like and then click on **OK**. An edit box will open. Type whatever you want in the text box. Change the size of the font to 96 (the biggest number in the list). You can also change the font if you want, but the default choice, Arial Black, works well. Click on **OK** to exit the Word Art dialog box.
- 4 Adjust the size of the Word Art object by dragging the handles. To do this, position your cursor over one of the little white boxes at the corners of the object. When the cursor turns into a two-headed arrow, click on the box and drag it.
- 5 The next task is to move the text where you want it on the page. Position your cursor over the middle of the Word Art object. When it turns into a four-headed arrow, click and drag the object where you want it on the page.
- 6 To change the color of the Word Art object, click on **Format** on the menu bar, and choose **Word Art** in the drop-down list (last item on list). Click on the **Colors & Lines** tab. Under **Fill**, click on the down arrow next to **Color** and choose **More Colors**. Select a light gray from the gray-scale rows of hexagons. For my printer, the second hexagon in the top gray-scale row works well. Under **Line**, click on the down arrow next to **Color** and choose **No Line**. Click on **OK** to close the Format Word Art dialog box. Look at the results and, if needed, make adjustments.
- 7 When you are satisfied with your 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 more adjustments.