

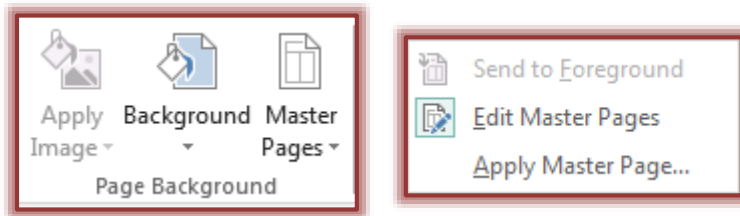
PUBLISHER-WATERMARK

In Microsoft Publisher, it is possible to simulate the translucence of a traditional watermark by adding text or images to the background of a page and then formatting them so they are transparent.

ADD A TEXT WATERMARK

This feature is used to add text such as draft or sample to the pages in a publication.

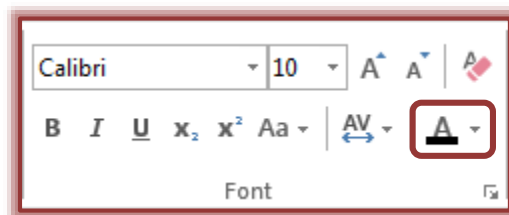
- Click the **Page Design Tab**.
- In the **Page Background Group**, click the **Master Pages** button (see illustration).



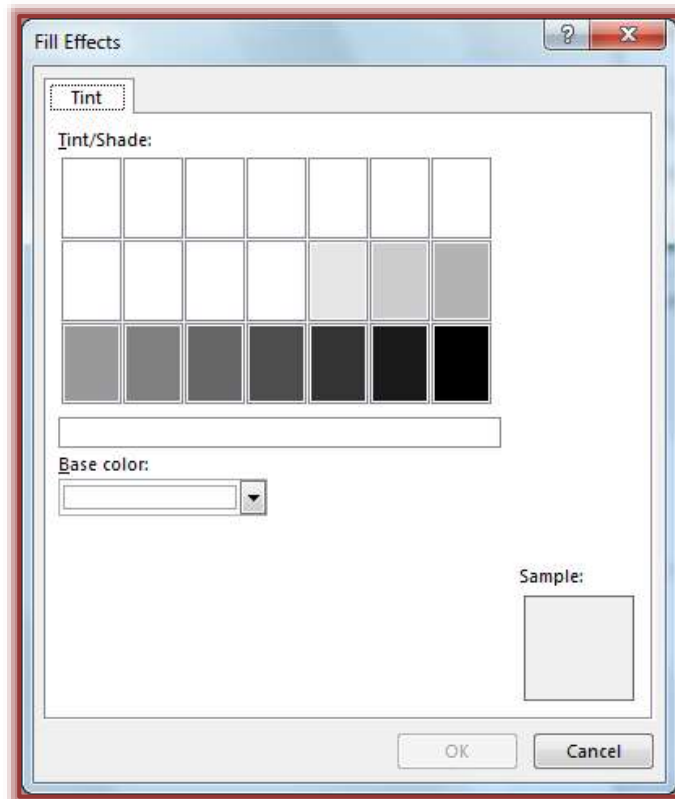
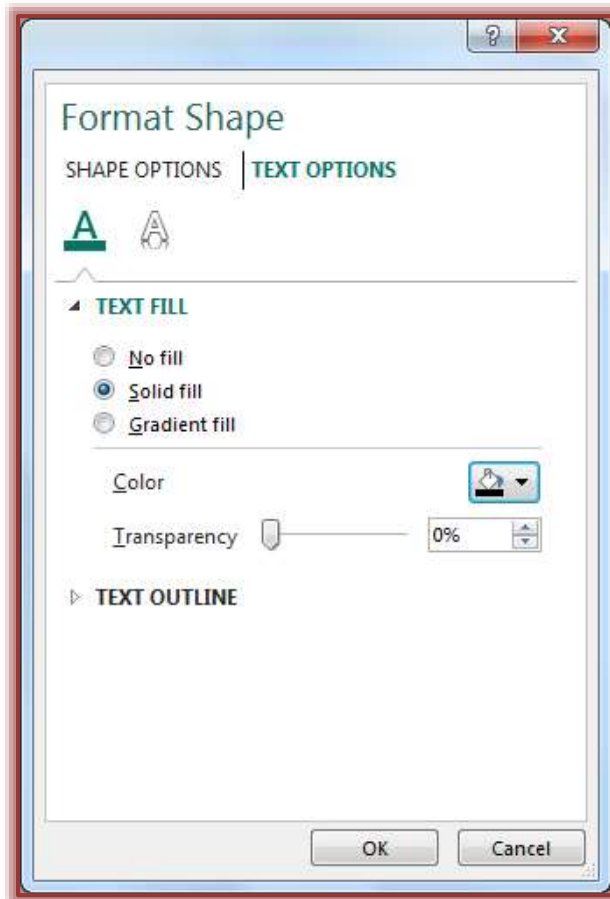
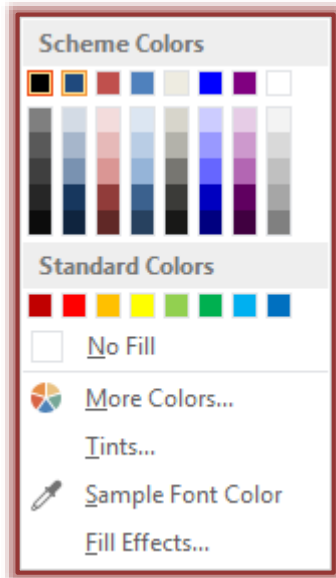
- Select **Edit Pages** from the list.
- Point to the **Name** of the **Master Page** where the **Watermark** is to be added.
- Click the **Insert Tab**.
- In the **Text Group**, click the **Draw Text Box** button (see illustration).



- On the **Master Page**, click the left mouse button to create the **Text Box**.
- Type the text that is to be used for the **Watermark**.
- Select the **Text**.
- Click the **Text Box Tools Format** tab.
- In the **Font Group**, click the **Font Color** list arrow.



- A gallery of colors will display (see illustration on next page).
- Click the **Fill Effects** link.
- In the **Format Shape** dialog box will display.
- Click the **Color** list arrow.
- Click the **Tint** link.
- The **Fill Effects: Tints** window will display (see illustration on next page).
- Select a **Color** from the **Base Color** list.
- In the **Tint/Shade** gallery, select a **tint** that is **30 percent or lower**.



Click the **OK** button to return to the **Format Shape** dialog box.

- Click **OK** again, to return to the **Master Page**.
- To return to the **Publication** page, click the **Close Master Page** button on the **Master Page Tab**.

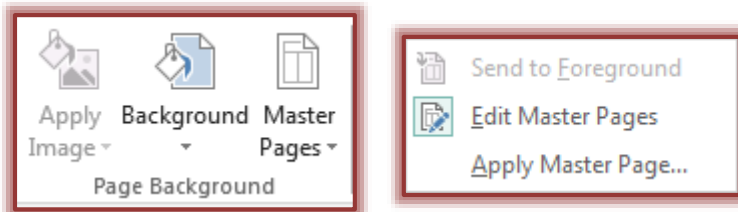


ADD A GRAPHIC WATERMARK

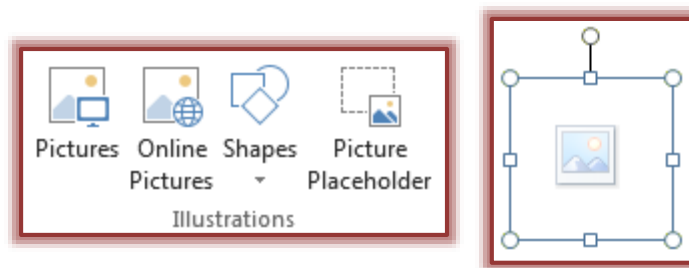
Images serve as effective backgrounds for text when the text color contrasts consistently with the image's colors. The image can be sized from small to full-size. A picture, clip art, or an image like a company logo can be used for the background.

Set up the Frame

- Click the **Page Design Tab**.
- In the **Page Background Group**, click the **Master Pages** button (see illustration).



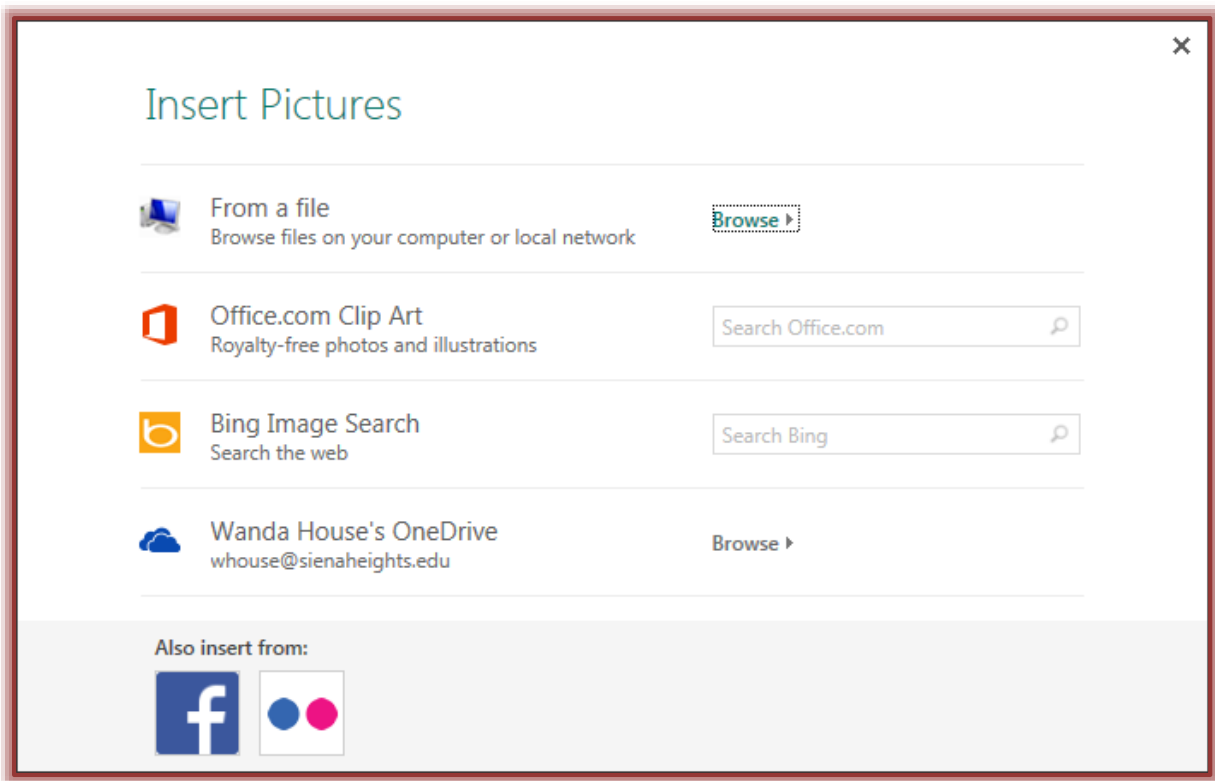
- Select **Edit Pages** from the list.
- Point to the **Name** of the **Master Page** where the **Watermark** is to be added.
- Click the **Insert Tab**.
- In the **Illustrations Group**, click the **Picture Placeholder** button (see illustration below).



- A **Picture Placeholder** as shown in the illustration above will appear in the publication.
- Drag the **Adjust Handles** of the **Picture Frame** to the desired size.
 - The dimension of the frame determines the longest side of the picture.
 - The picture that is inserted into the **Picture Frame** will reduce or enlarge so the longer side fits the edge of the **Picture Frame**.

Add the Image

- Click the icon in the middle of the Placeholder.
- The **Insert Picture** window will display (see illustration on next page).

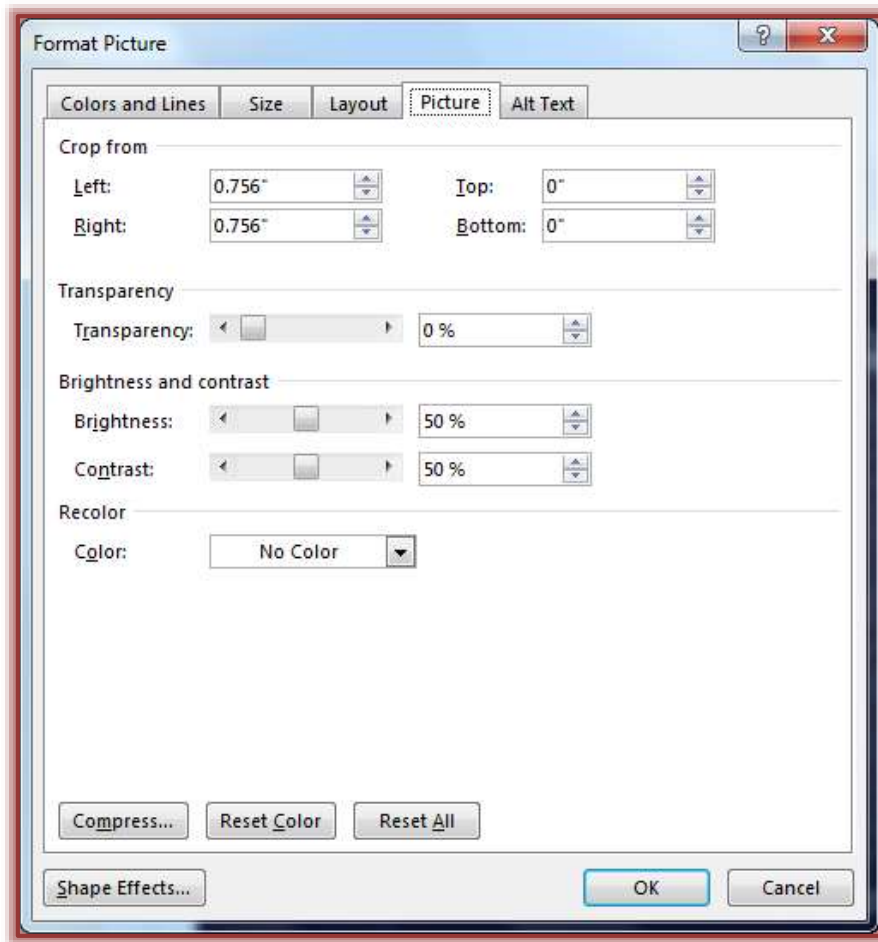


- 🖥️ Select one of the options to insert the image.
 - 🔗 **From a File** – To insert an image that is stored on the computer, select this option. Click the Browse button to search for an image.
 - 🔗 **Office.com Clip Art** – This option will search the Microsoft Clip Art gallery for images.
 - ✧ Input a word or phrase into the Search box and then click the Search button.
 - ✧ When the Office.com site displays, select an image, and then click the Insert button.
 - 🔗 **Bing Image Search** – Select this option to search the Bing site for an image.
 - ✧ Input a word or phrase into the Search box and then click the Search button.
 - ✧ When the Bing site displays, select an image, and then click the Insert button.
 - 🔗 **Facebook** – This option is used to access images and videos from a Facebook site. The Facebook site must be connected before the images will display.
 - 🔗 **Flickr** – If you have a Flickr account, this option can be used to search the site for images and videos.

FORMAT THE IMAGE

The colors of the picture need to be adjusted to reduce the emphasis on the picture so that it doesn't distract from objects on the Publication page.

- 🖥️ Right-click the picture.
- 🖥️ In the shortcut menu, select **Format Picture**.
- 🖥️ The **Format Picture** dialog box will display (see illustration on next page).
- 🖥️ Click the **Picture Tab**.
- 🖥️ Under **Transparency**, change the **Transparency** to a higher percentage.
- 🖥️ Change the **Brightness** and **Contrast**, as needed.



Alternatively, use the **Recolor** option to change the picture to shades of a single color.

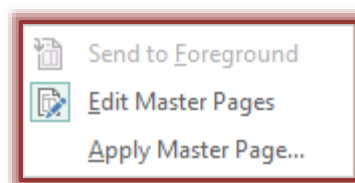
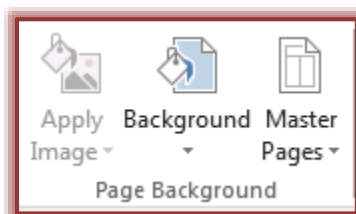
- ☞ Click the arrow next to **Color**.
- ☞ Do one of the following:
 - ☆ To apply a color in the current color scheme, click the color.
 - ☆ To see more color choices, click the **More Colors** link.
- ☞ Click the **Tints** link to change the tint of the color.
- ☞ The **Fill Effects: Tints** window will display (see image on page 2).
- ☞ Select a **Tint** for the picture.
- ☞ Click **OK** to return to the **Format Picture** dialog box.

☞ To exit the **Format Pictures** dialog box, click the **OK** button.

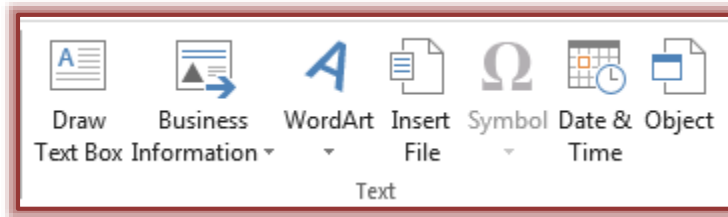
☞ To return to the **Publication** page, click the **Close Master Page** button on the **Master Page Tab**.

ADD A WORDART WATERMARK

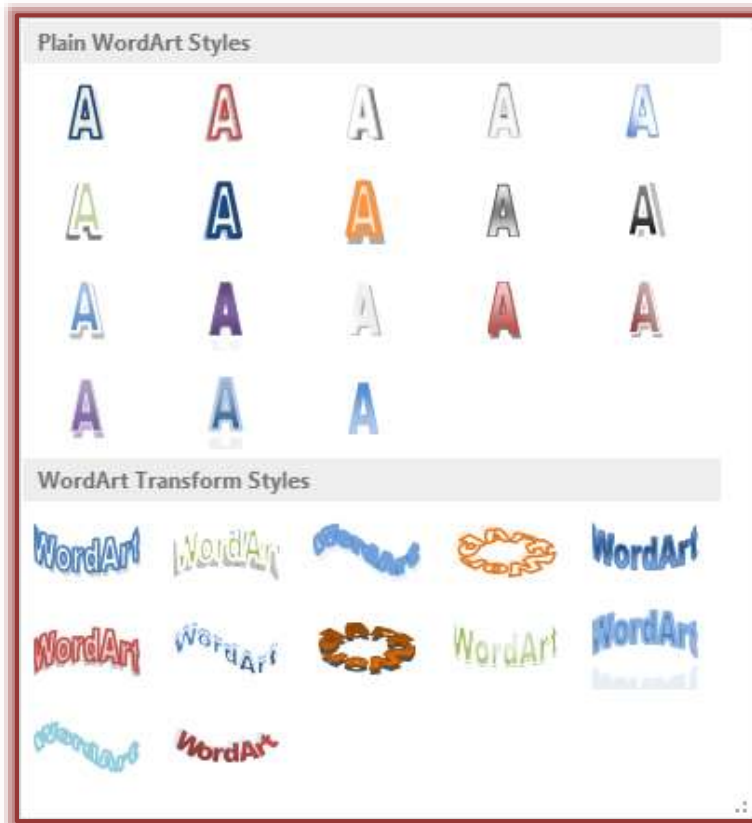
☞ Click the **Page Design Tab**.



- 🖥️ In the **Page Background Group**, click the **Master Pages** button (see illustration).
- 🖥️ Select **Edit Pages** from the list.
- 🖥️ Point to the **Name** of the **Master Page** where the **Watermark** is to be added.
- 🖥️ Click the **Insert Tab**.
- 🖥️ In the **Text Group**, click the **WordArt** button.



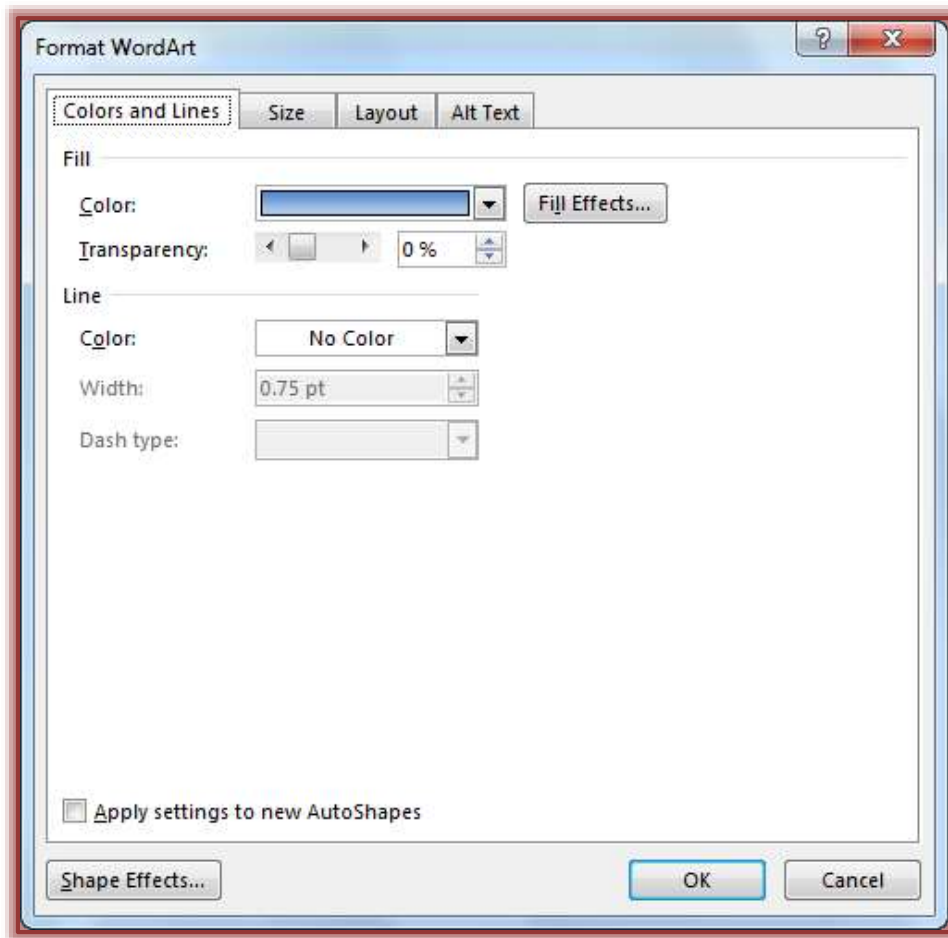
- 🖥️ The **WordArt Gallery** will display (see illustration).



- 🖥️ Select a **WordArt Style** from the gallery.
- 🖥️ The **Edit WordArt Text** dialog box will display.
- 🖥️ Input the text for the **WordArt Image**.
- 🖥️ The **WordArt** will display on the **Master Page**.

FORMAT THE WORDART

- 🖥️ Right-click the **WordArt Image**.
- 🖥️ Click the **Format WordArt** link in the shortcut menu.
- 🖥️ The **Format WordArt** dialog box will display (see illustration on next page).
- 🖥️ Click the **Colors and Lines Tab**, if necessary.
- 🖥️ Select the colors for the image.
- 🖥️ Increase the **Transparency** setting to at least **70 percent**.



- Click the **OK** button to apply the changes to the image.
- Click the **Close Master View** button to return to the **Publication** window.

For additional information about working with Watermarks, click the **Help** button in the **Publisher** program. In the **Publisher Help Window**, input **Watermark** into the **Search** box.