

WORDPERFECT 5.1 – X4  
**WATERMARKS**

© Darry D Eggleston, 813.677.2871, [DarryD@darryd.com](mailto:DarryD@darryd.com)



A watermark is a recognizable image or pattern in paper that appears lighter when viewed by transmitted light (or darker when viewed by reflected light, atop a dark background).

You can insert a watermark, which is a lightly shaded image, behind text and other graphics on a page. Watermarks are used as a background for text.

WordPerfect allows you to create watermarks from an image on file or from a clipart image.

You can have a maximum of two watermarks in each document.

You can adjust the shading of watermarks within each document to make them lighter or darker. You can also suppress or delete a watermark.

## 1. INSERTING WATERMARK FROM CLIPART

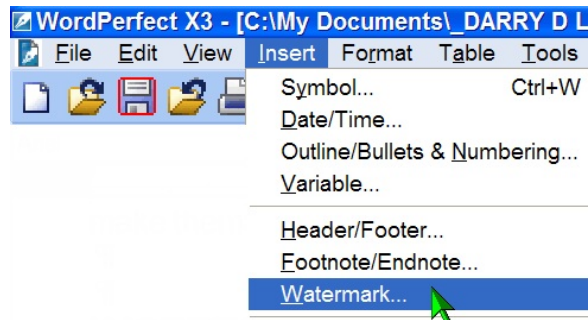


Figure 1-1

1-1. Click the top of the first page where you want the watermark to display.

1-2. From the MenuBar, Click on Insert  
➤ Watermark (**Figure 1-1**).



Figure 1-2

1-3. The Watermark window appears (**Figure 1-2**).

❶ Enable one of these options:

- Watermark A
- Watermark B

❷ If you want to align the watermark with the document margins, enable the Align with document margins check box.

❸ Click Create.

1-4. Click the Watermark placement button on the Property Bar (Figure 1-3).

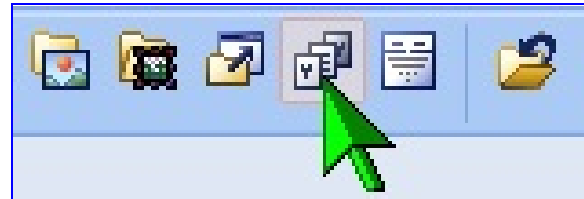


Figure 1-3

**If you don't see the Property Bar:**

- ❶ From the MenuBar, select View ► ToolBars.
- ❷ Click on "Property Bar".
- ❸ Click on the "OK" button.



Figure 1-4

1-5. Click to enable one of these options (Figure 1-4):

- ❶ Odd pages — prints the watermark on odd pages.
  - ❷ Even pages — prints the watermark on even pages.
  - ❸ Every page — prints the watermark on all pages.
- Click "OK" button.

1-6. Click Insert ► Graphics ► Clipart (Figure 1-5).

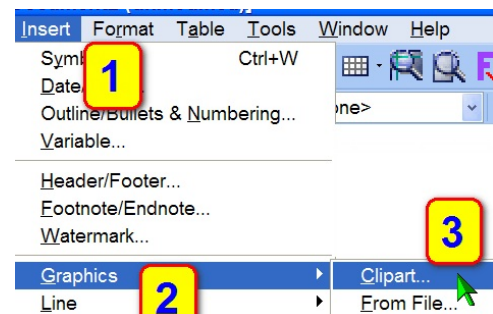


Figure 1-5

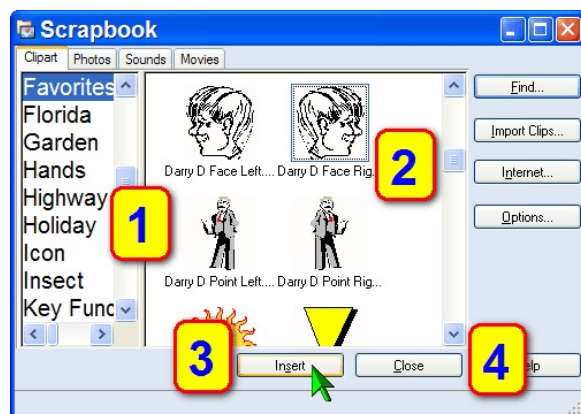


Figure 1-6

1-7. In the "Scrapbook" (Figure 1-6):

- ❶ Select a Category in the left column. (Your categories are different from mine.)
- ❷ Click on a clipart.
- ❸ Click on "Insert" button.
- ❹ Click on "Close" button.

## 2. INSERT A WATERMARK USING AN IMAGE FROM A FILE

(Repeat Steps 1 – 3 from page 1):

2-1. Click the top of the first page where you want the watermark to display.

2-2. Click Insert ► Watermark.

2-3. The Watermark window appears.

❶ Enable one of these options: Watermark A or Watermark B

❷ If you want to align the watermark with the document margins, enable the Align with document margins check box.

❸ Click Create.

2-4. Insert ► Graphics ► From File (Figure 2-1).

2-5. Click to enable one of these options:

★ Odd pages — prints the watermark on odd pages.

★ Even pages — prints the watermark on even pages.

★ Every page — prints the watermark on all pages.

Click “OK” button.

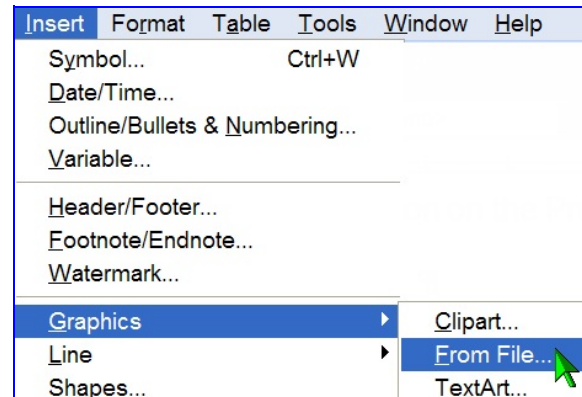


Figure 2-1

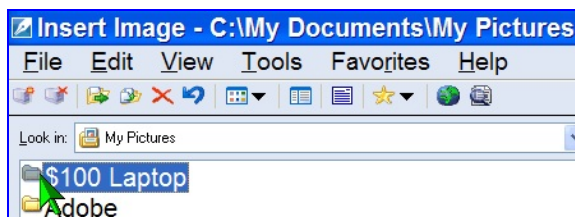


Figure 2-2

2-6. Double-click the folder's icon in which the image is stored (Figure 2-2).

2-7. Double-click the image's icon (Figure 2-3).

2-8. Click File ► Close to exit the graphic's edit box.

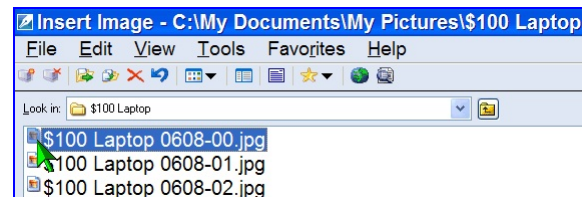


Figure 2-3

### 3. ADJUST THE SHADING OF A WATERMARK

3-1. RIGHT-click on the page and left-click on “Watermark” in the pop-up menu (Figure 3-1).

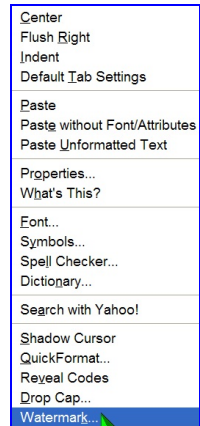


Figure 3-1



Figure 3-2

3-2. Click on “Edit” button (Figure 3-2).

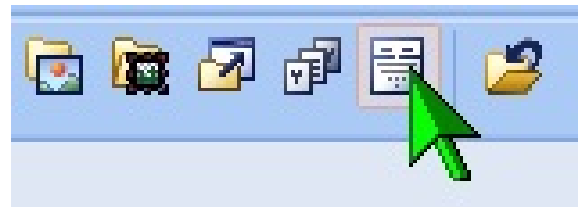


Figure 3-3

3-3. Click on the “Watermark Shading” button (Figure 3-3).

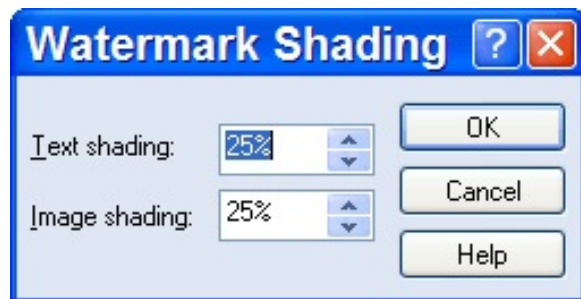


Figure 3-4

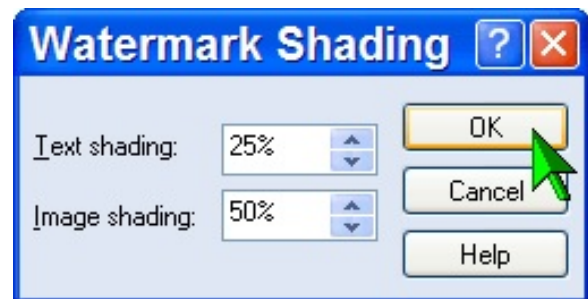


Figure 3-5

3-4. The current shading appears (Figure 3-4). Make any changes you desire (Figure 3-5). In this case, I changed the *image shading* to 50%.

3-6. From the MenuBar, select File ► Close or, from the ToolBar, click on the “File Close” button (**Figure 3-6**).

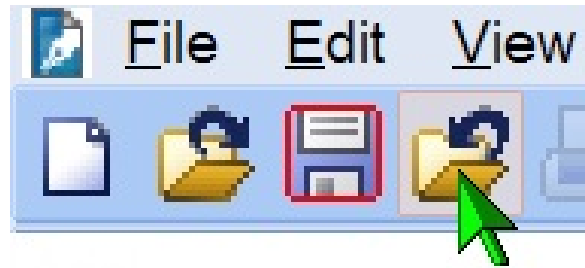


Figure 3-6

## 4. SUPPRESS A WATERMARK

4-1. From the MenuBar, select Format ► Page ► Suppress (**Figure 4-1**).

4-2. Click on the appropriate watermark to suppress and, then, click on “OK” button (**Figure 4-2**).

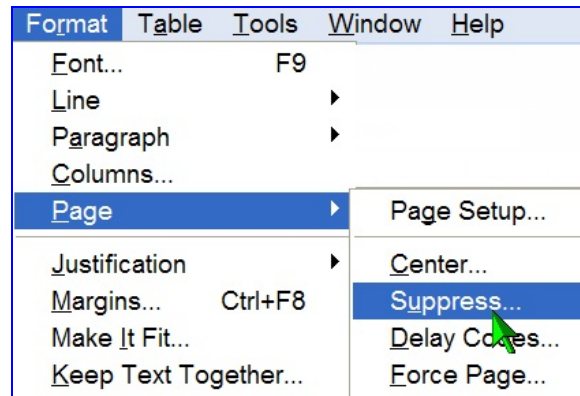


Figure 4-1

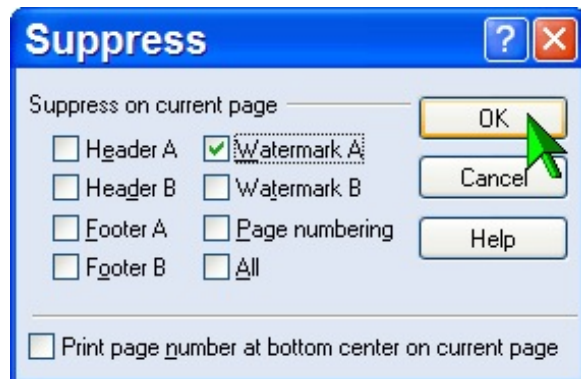


Figure 4-2

## 5. DELETE A WATERMARK

5-1. Click the top of the **first page** where the watermark displays.

5-2. From the MenuBar, select Insert ► Watermark.

5-3. Click on the appropriate watermark.

5-4. Click “Discontinue” button.