

To create a watermark in Word:

Insert your clip-art. Make sure your picture toolbar is showing (to get your picture toolbar, go up to VIEW to TOOLBARS and click on PICTURE).

First click on the Text Wrapping button and choose BEHIND TEXT. Now you can resize and move your graphic where you want it.

Second, click on the Image Control button to make your picture a watermark, or change it to grayscale



Third, click on the Text Wrapping button again, and choose BEHIND TEXT.