

# PowerPoint Watermarks

The information in this article is from the **Microsoft Support website** and refers to the **November 2016 update for PowerPoint 2016**.

PowerPoint doesn't have a gallery of ready-made watermarks like Word has, but you can still manually put a transparent picture or light-colored text background in your slides to get that watermark effect.

You can format a slide's background with color, a fill pattern or texture, a picture, or a text stamp (such as "draft" or "confidential"). Using the Transparency control, you can make a background image appear faintly enough to be visible but not interfere with the primary content on top of it.



Text watermark



Picture watermark



Colored background

## Add a text watermark to slides

You can add the watermark to all slides at once (by editing the slide master), or to individual slides.

Add the text watermark to all slides

- To add a watermark to an individual slide, open that slide in Normal view.
- To add a watermark to all the slides, on the ribbon, click View, Slide Master. Then, in Slide Master view, scroll to the top of the thumbnail pane on the left, and select the first item, the slide master.
- Select Insert, Text Box, and then click and drag to draw the text box on the slide or slide master.



- Type the watermark text (such as "DRAFT") in the text box.
- To change the alignment of your watermark text, click and hold the rotation handle at the top of the text box while you move your mouse left or right.
- Select the text in the text box. On the Format tab, choose a light font fill color, and then make any other changes that you want to the font and style. (If you do not see the Format tab, be sure you've selected the text box.)
- To reposition the watermark, click the text box, and then when the pointer becomes a cross, drag the text box where you want it.
- When you are happy with the text watermark, click the text box, click the Format tab, Send Backward, and then click Send to Back.

## Add a background picture (or "watermark") to slides

Using a faint graphic as a watermark in the background of your slides is a great way to display your company logo or other meaningful image.

You can add the background picture to multiple slides at once (by using Slide Master view), or to individual slides.

- On the ribbon, click View, Slide Master.
- In the thumbnail pane on the left, select the slide layouts that you want to add a picture watermark to.
- To select multiple layouts, click one slide, then hold Ctrl while you click the others.

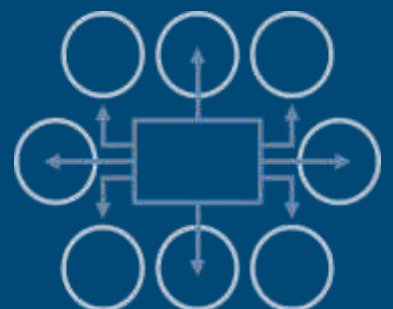
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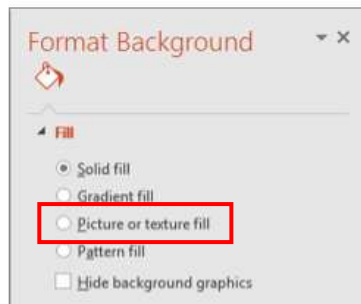
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- Right-click your selection in the thumbnail pane, and then select Format Background.



- In the Format Background pane, select Picture or Texture Fill, and then, under Insert picture from, do one of the following:
  - Select File, choose the picture that you want, and then select Insert to insert a picture from your device.
  - Select Clipboard to insert a picture you've copied to the clipboard.
  - Select Online and type a description in the search box of the type of image you want to choose a picture from an online resource.
- The selected image is sized to fill the entire slide background; it can't be resized like a foreground picture can. However, you can use the Tile the picture as texture option to repeat the image horizontally and vertically throughout the background.
- Once you've inserted a picture, go to the Format Background pane and slide the Transparency bar to set the transparency percentage.
- (Optional) If you were to decide that you want the watermark to appear on all slides in the presentation rather than just the slides or layouts you initially selected, in the Format Background pane, click Apply to all.
- Save your presentation (File > Save).
- If you're working in Slide Master view, select Close Master View when you're done making changes.

### Change the color of a slide background

If you decide that you want more contrast between the background and the text on your slides, you can change the background colors to a different gradient or solid color. Formatting the colors and background of your slides is a good way to build visual interest.

To apply a solid color to your background:

- Right-click the slide that you want to add a background color to and then click Format Background, Solid fill.  
Tip: If you don't see Format Background, try right-clicking again, this time near the margin of the slide so that your mouse isn't pointing at a text box or other object.
- Select Color, and then choose the color that you want.



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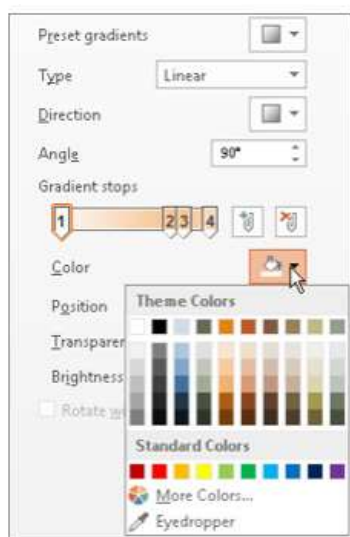


Tip: To use a background color that is not in the theme colors, select More Colors, and then either pick a color on the Standard tab, or mix your own color on the Custom tab. It should be noted that custom colors and colors on the Standard tab are not updated if you later change the document theme.

- To change the background transparency, move the Transparency slider. You can vary the percentage of transparency from 0% (fully opaque, the default setting) to 100% (fully transparent).
- Do the following:
- To apply the color to the slides that you selected, select Close.
- To apply the color to all the slides in your presentation, select Apply to All.

#### To apply a gradient color to the background of your slides

- Right-click the slide that you want to add a gradient background color to and then select Format Background, Gradient fill.
- To use the preset color, type, and direction gradients, click Preset gradients, and then select an option.
- To customize your gradient color scheme, do the following:
  - Under Gradient stops, select the first gradient stop (labelled as 1 in the diagram below).
  - Click the Color down arrow, and select a Theme color or a Standard color.



- To adjust gradient color coverage, click and drag the stops to the right or left. Or you can set incremental percentages by moving the Position up and down to a percentage that you want.
- Do the same thing for any other gradient stops
- Adjust the Brightness as needed.
- To change the background transparency, move the Transparency slider. You can vary the percentage of transparency from 0% (fully opaque, the default setting) to 100% (fully transparent).
- Do one of the following:
  - To apply the gradient color to only the slides that you selected, click Close.
  - To apply the gradient color to all of the slides in your presentation, click Apply to All.