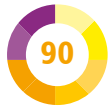
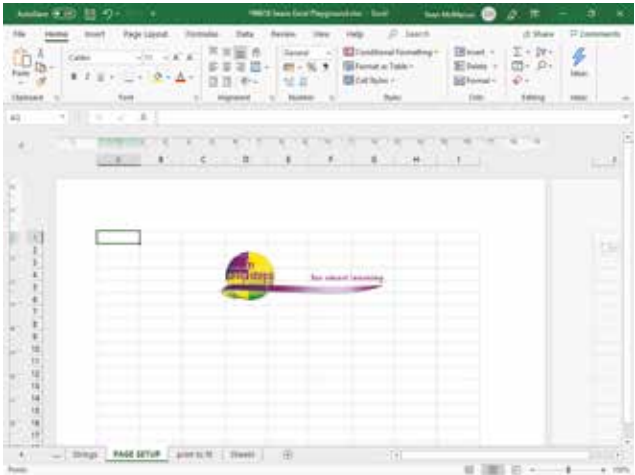


Adding a watermark



Unlike other Office programs, Excel doesn't come with a watermark function, but you can add text or a background image, like a logo, which will appear onscreen and in print.

- 1 Add an image to your document header and it will appear on every page. On the Insert tab, click on Header & Footer in the text group. Click the Picture button, browse to your image, and insert it.
- 2 &[Picture] appears in the header, and your logo appears on the sheet.



- 3 Use the Format Picture button on the Header & Footer tab to crop or change the size of the image, convert it to grayscale or a washout, and more.
- 4 When you've finished editing the header, click your data (outside the header), then click the View tab and choose Normal.