

## **Applying a “Draft” Watermark to Your Instrument**

### Instructions for Word 2013

1. Click on the Design tab.
2. In the Page Background group, select Watermark.
3. Select Draft.
4. Save document.

### Instructions for Word 2010 and 2007

1. Click on the Page Layout tab.
2. In the Page Background group, select Watermark.
3. Select Draft.
4. Save document.

## **Removing a “Draft” Watermark from Your Instrument**

### Instructions for Word 2013

1. Click on the Design tab.
2. In the Page Background group, select Watermark.
3. Select Remove Watermark.

### Instructions for Word 2010 and 2007

1. Click on the Page Layout tab.
2. In the Page Background group, select Watermark.
3. Select Remove Watermark.