PRODUCTIVITY

Inserting Watermark in Kingsoft Spreadsheets

Do you think that watermark is not available in Kingsoft Spreadsheets? Well, you can insert an image file or word art to have a visible watermark.

Click here to learn how you can insert a watermark to your spreadsheets.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Excel

Inserting Watermark in Kingsoft Spreadsheets	
MS Excel2007	**Kingsoft Spreadsheet 2013**

METHOD ONE : Insert WordArt as Watermark

1. On the **Insert** tab click on **WordArt** in the Text group.
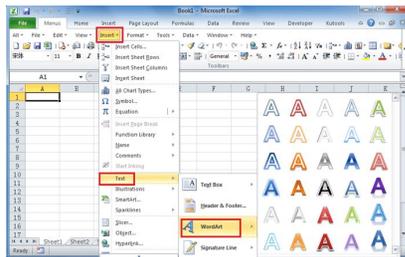
2. Choose a WordArt style you want to use.


3. Type the text you want in your watermark.

METHOD ONE : Insert WordArt as Watermark

1. Select the sheet where you want to apply the watermark. Then, On menu, click **Insert.** Locate the **Wordart** icon. The **WordArt Gallery** dialogue box will open as shown below:


2. On WordArt Gallery select a WordArt style that you like, then click OK.

3. Type the text that you want to appear on the watermark. For example: "Networld".
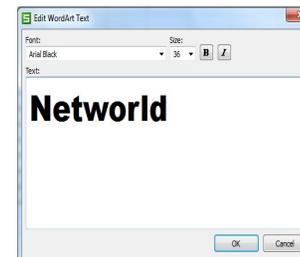
4. To change the font properties for your watermark, right-click the WordArt and choose **Font**. Here you can change the font style, size, color, etc.

5. To apply transparency to text with a solid fill color, right-click on the text (not the frame) of the WordArt and choose **Format Text Effects**.

6. Select **Text Fill** on the left portion of the dialog box and, if the Solid Fill option is chosen, you will be able to drag the **Transparency** slider to the right. You will need a high percentage (80+) to get a good transparency effect.

7. If you want to rotate the WordArt, select it and drag the green roration handle at the top of the WordArt frame.
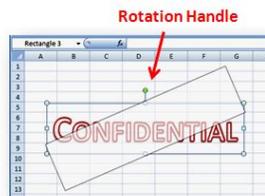
4. Right-click on the inserted WordArt. Then select **Format Object**.

5. In the **Format AutoShape** pop-up window, choose Fill Color and Transparency. For example, select Black color, set Transparency to 50% and set the Line color to No Line. Click OK.
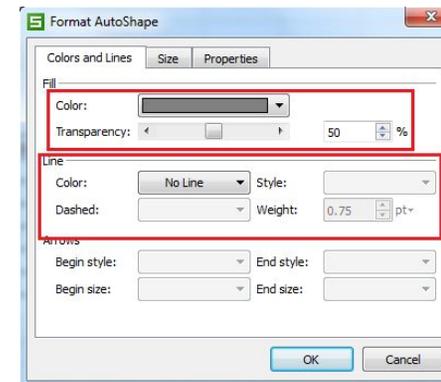
6. Right-click on the Inserted WordArt. Select **Order > Send to Back**.

	January	February	March	April	May	June
2009	1	2	3	4	5	6
2010	13	14	15	16	17	18
2011	25	26	27	28	29	30
2012	37	38	39	40	41	42
2013	49	50	51	52	53	54
2014	61	62	63	64	65	66

7. Watermark is already inserted. You can go to Print Preview to see the effect or result.

8. You can then view your worksheet with the watermark.

METHOD TWO : Insert Header/Footer as Watermark

1. Create and save your background image on your computer. For example, a pale pink "DRAFT" image.

**METHOD TWO : Insert Header/Footer as Watermark**

1. Prepare a picture in any image format. You will use it as a header. For example, a .png picture named watermark as shown.

**Tip**: You can also save a WordArt as a picture.

2. Open an existing Spreadsheets files. Go to **Insert > Header and Footer.**

3. In the **Page Setup** pop-up window, click **Custom Header** button under **Header and Footer** tab if you want to apply watermark in the Header, otherwise click **Custom Footer** button. In the **Header or Footer** pop-up window, choose where to put the header or footer, either on the Left, Center or Right. Then click the icon **Insert Picture**.
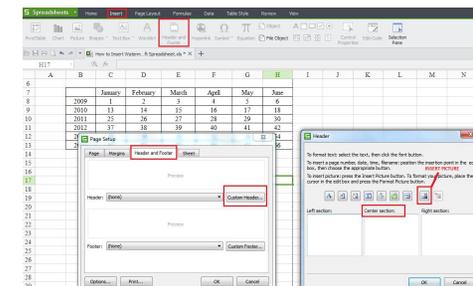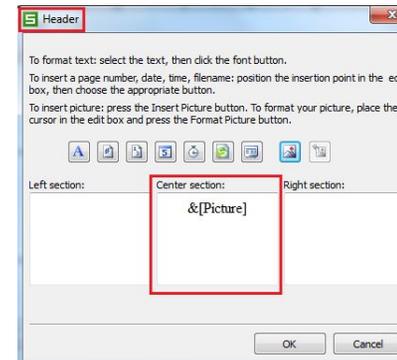
2. Open your MS Excel Worksheet. For example:
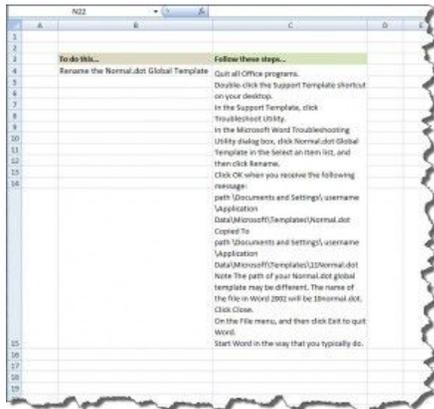
3. Click **Insert > Header and Footer** on the ribbon which by default places your cursor inside the HEADER section:
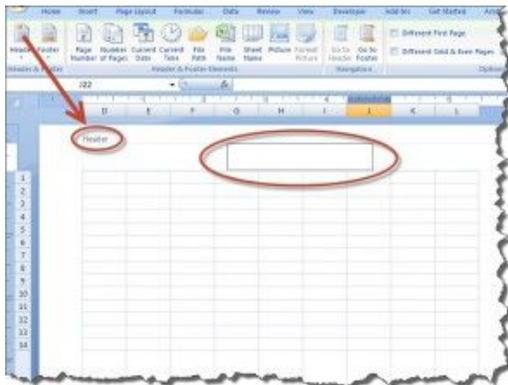

4. Select the picture you have prepared. Then click OK. It will look like this once image is selected:


5. After inserting the picture, click the Reset Picture button. In the **Format Graphic** pop-up window, under the **Picture Tab** select "Washout" from Color drop down list. You can also set the Color, Brightness and Contrast here. Then click OK.
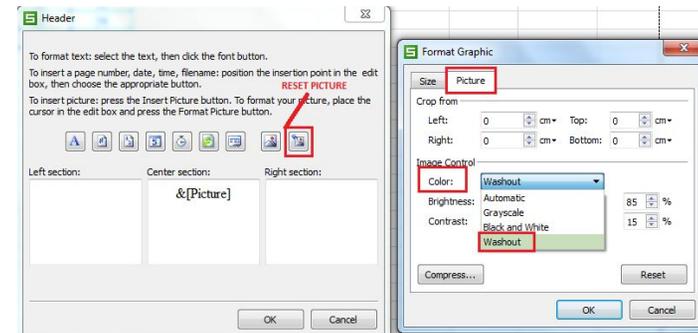
4. Click **Insert > Picture**. Browse and select the watermark image you have saved earlier. Click **Insert** to insert it into the header. Instead of displaying the image itself, the header box will display the text "**&[Picture]**".
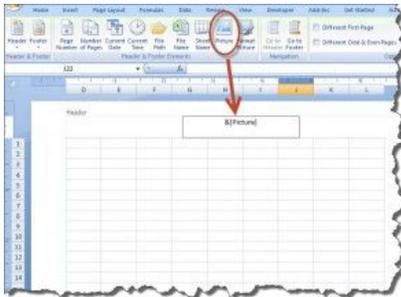
5. Click your cursor anywhere outside the header area to display the watermark.
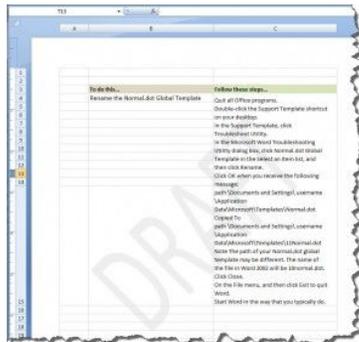
6. Watermark is already inserted. You can go to Print Preview to see the effect or result.

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