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## Word - Watermarks / Backgrounds

Have you ever struggled trying to add a watermark or background graphic to a Word document? Then read on to learn how simple it is to achieve.

Some of the typical watermarks include text such as Confidential, Draft, or Do Not Copy. But watermarks are not limited to text – you can use graphics as a watermark or graphics to create a full background on your document.

**In version 2003**, go to Format on the menu, choose Background, and then click Printed Watermark. The popup window displays options to choose to select a picture that can be scaled, washed out or opt to add text. Word gives you a variety of preset text watermarks that you can choose the color, font, size and direction of the text.

**In version 2007 and above**, from the Ribbon choose Page Layout and then locate the Page Background box. To add a watermark, choose watermark and pick the text you want or click Custom Watermark to see more options (it's actually the same popup window that appears in version 2003). To add a background color or graphic choose Page Color – Fill Effects.

Note for all Word versions: watermarks and backgrounds do not display in normal or outline view. To see how they will look, go to the print layout or web layout.

If you have a project that requires assistance contact us at [info@aapk.com](mailto:info@aapk.com) we have a lot of experience with Word and other MS Office products.

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## LinkedIn - People You May Know

How many connections do you have on Linked In? Do you need more? The answer to that question should always be Yes. LinkedIn provides a few ways to add more connections and expose your profile to people you may not have thought about for a while.

First, let's see how many connections you have - look to the right on your LI home page and scroll down, till you see Your LinkedIn Network. There you will see your connections and the number of new people in your network (this includes 2nd and 3rd connections).

Now, to make more connections look again to the right side of the Home Page and you will see People You May Know. LinkedIn will suggest three people that are 2nd connections. If you refresh the page, you'll see that the list changes. But there is an easier way to see more suggestions – use the “See more >>” link below the three suggested connections.

From there you will be taken to a page that lists people that are 2nd and 3rd connections. As you scroll down the list, the page will continue to expand (similar to how your Facebook page scrolls). Simply hit the Connect button to ask for a connection.

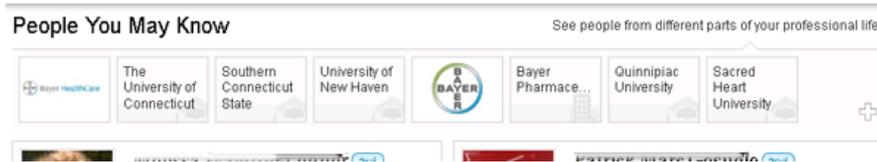
On the top of the People You May Know page is neat option “See people from different parts of your professional life” (see screen shot below). This area shows icons to related companies or schools (based on your profile). If you click on one of the icons your search of people you may know will be narrowed to anyone that has that company or school on in their profile. To expand the list click the plus button on the right or to collapse the list click the minus button.

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Use these tips to expand your connections, because you never know what a simple connection may lead to! I just reconnect with a friend that I haven't seen in 20 years.

If you need help with navigating the web for your business contact me at [info@aapk.com](mailto:info@aapk.com). We have over 16 years of experience working on the web.

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## You Have To Laugh

Funny Video: 86 Year Old Gymnast - Amazing!!! - <http://safeshare.tv/w/cdaBSBkGKr>

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