

## PDF XChange 4

### Watermarks

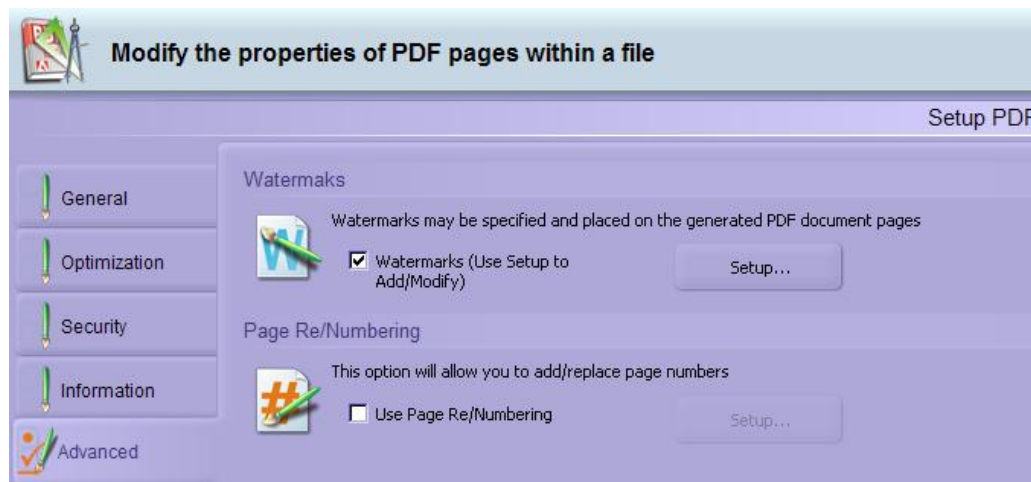
- ▶ Go to PDF Tools
- ▶ Select the option to Edit Page/Contents Settings



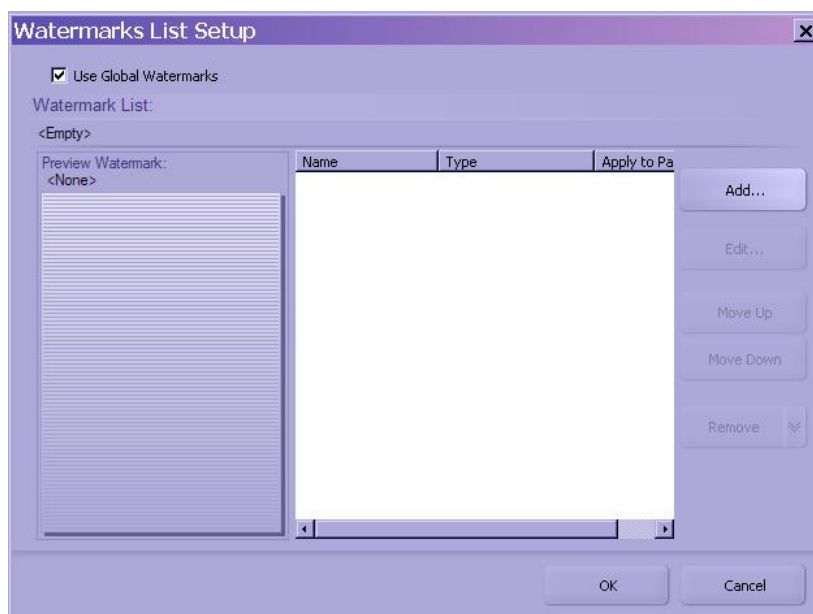
- ▶ Select Start
- ▶ Use the Browse button to select the file you want to place the watermark on
- ▶ Select Next

Your file will be displayed on the screen either as pages or thumbnails

- ▶ Select Next – go through the Setup area tab by tab to either add or remove items or change settings
- ▶ Click on the Advanced tab
- ▶ Click into the checkbox for Watermarks



▶ Click on the Setup button



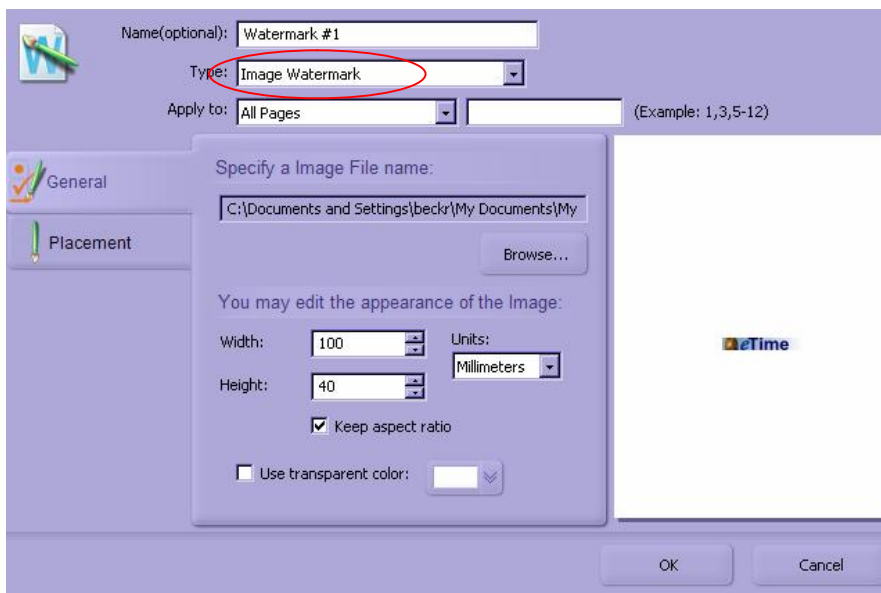
▶ Click on the Add button to add watermarks to the table

▶ Highlight a watermark in the table and click on the Edit button to amend it

▶ Click on the Move up and Move down buttons to move a selected watermark up and down in the table list

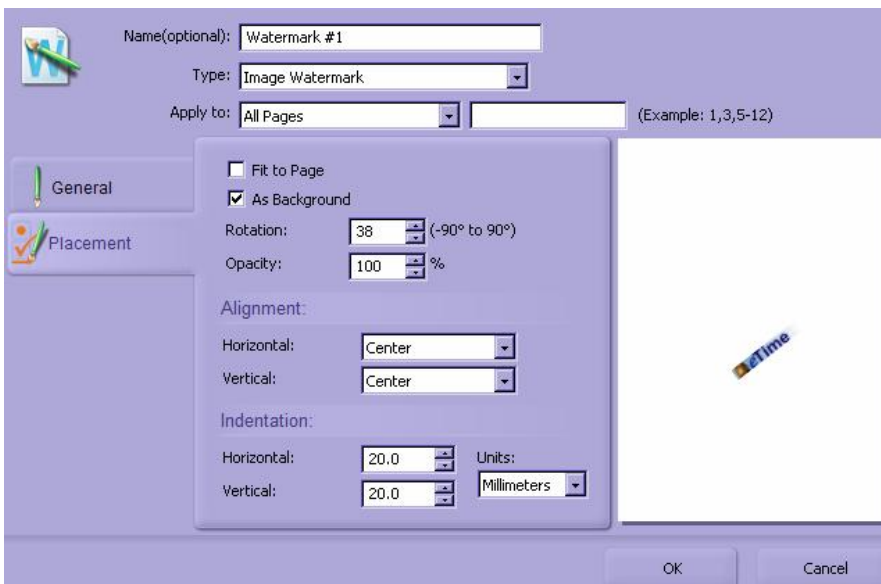
▶ Click on Remove button to delete a selected watermark from the table

## ► Click Add



**NB** You need to have saved your image as a jpg or other supported file

► Use the General tab to name and locate the saved image file and set the width and height measurements



► Use the Placement tab to position the watermark on the page

► OK

**Fit to Page** option sets the watermark to be sized to fit on the page based on its font and rotation settings

If, **As Background** is checked, other PDF text and images will overwrite the watermark

If, **As Background** is **not** checked, the watermark will overwrite the PDF text and images

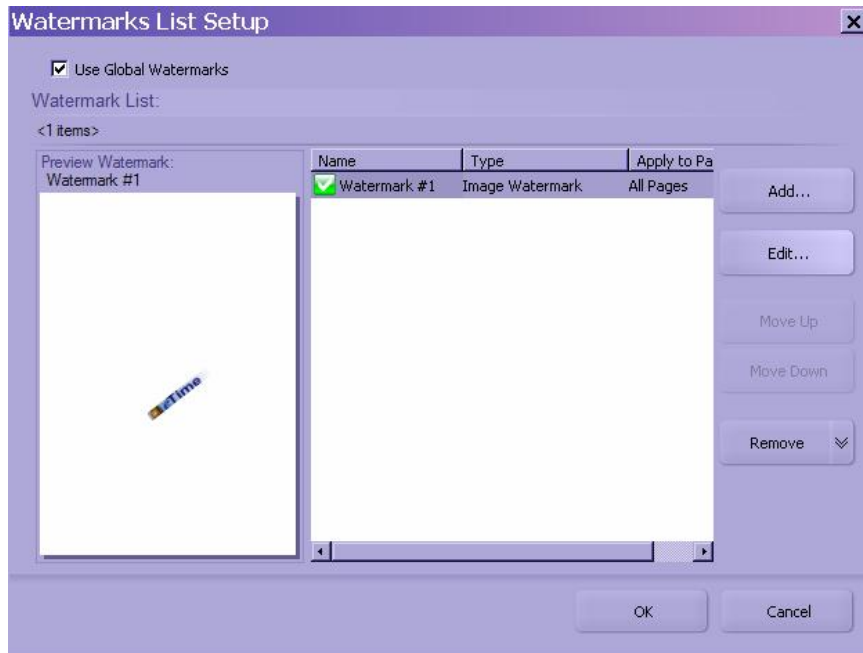
**Rotation** determines the position of the watermark, zero is horizontal

**Opacity** (if As Background is not checked) will determine what, if anything will show through the watermark

**Alignment** (if Fit to Page is not checked) will be active and will allow the placement of the watermark

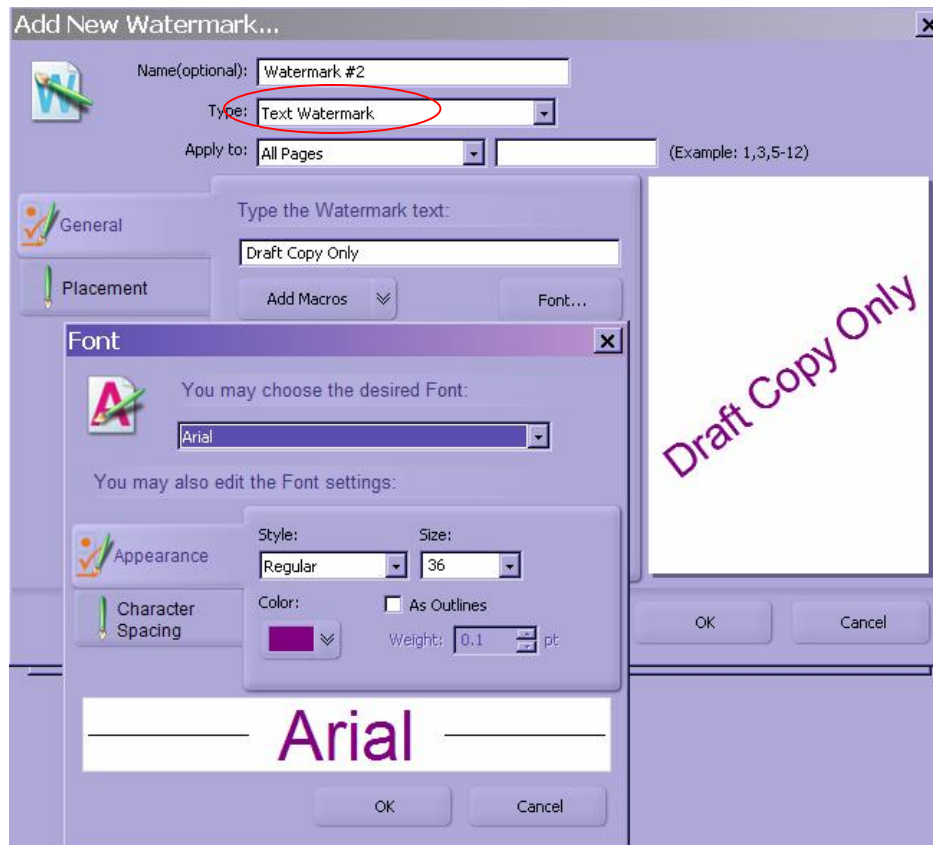
**Indentation** (if Fit to Page is not checked) will be active and allows specific indentation of the watermark

The watermark will be displayed in the table



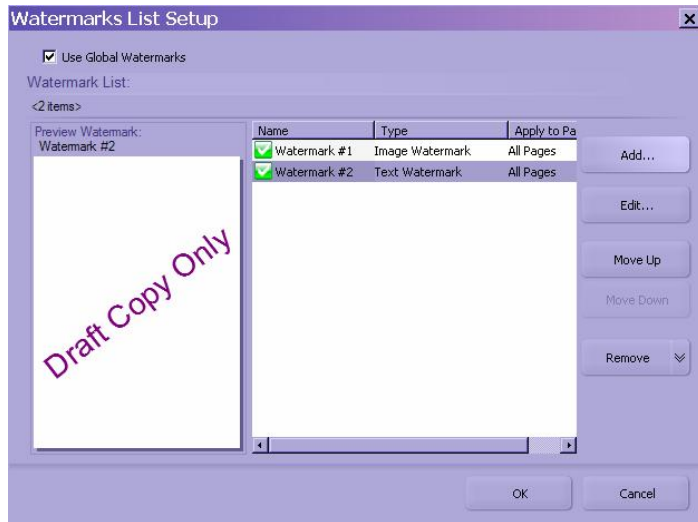
► OK

Alternatively set up a text watermark



► Use the General tab to insert the required text and amend the font size, style etc

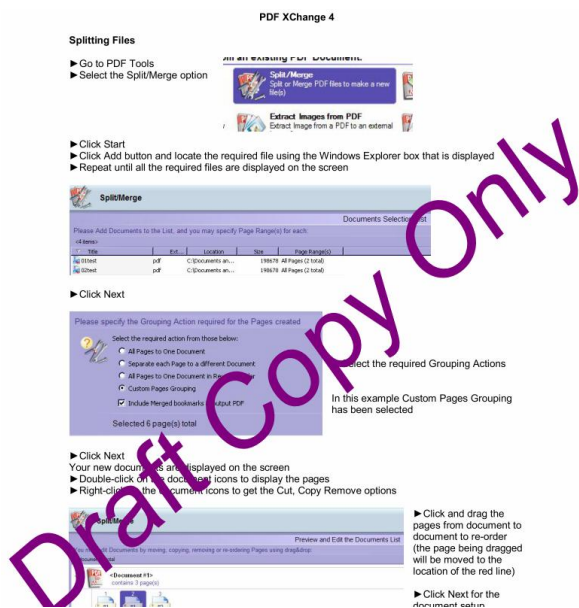
► Use the Placement tab (as previously described)



**NB** You need to remove any watermarks that you do not want inserting onto the document that you are using at the present time, otherwise they will all be inserted

► OK

- Click Next (change the storage location and new filename as required)
- Click Process
- View the document



- Close the preview
- Click Finish