

Click to verify



This tutorial shows how to add watermarks to PDFs using Adobe Acrobats updated interface. We will also update and remove watermarks. Plus, the bonus section at the end shows how to add watermarks to multiple PDFs at once.All the steps listed here are demonstrated in real-time on my YouTube channel: Are you using an older version of Adobe Acrobat? Please see my previous tutorial about this same topic.Table of Contents: How to Add WatermarksOpen the PDF to which you want to add the watermark.Select Edit in the global toolbar.Select More in the Edit panel.Select Watermark.Select Add from the submenu.Skip to step 8 if your watermark is an image.Select the Text radio button and then type your watermark text into the text box in the Add Watermark dialog box.Adjust the font, font size, underline, color, and alignment, as necessary.Skip to step 12 if your watermark is not an image. If your watermark is an image, select the File radio button.Select the Browse button.Locate and select your image in the Open dialog box and then select the Open button.Important Note: Watermark images have to be JPEG, BMP, or PDF files. (Sorry, no PNGs.)(Optional) Change the percentage in the Absolute Scalebox to adjust the scale of the image.(Optional) Adjust the rotation, opacity, and scale relative to the target page (which is the page or pages on which the watermark will be displayed, as noted in step 17).Select Appear behind page if you want the watermark located behind the text and images. Or, select Appear on top of page if you want the watermark located over the text and images.(Optional) Select Appearance Options to choose whether to show the watermark when printing, display the watermark on screen, and keep the position and size of the watermark the same when printing different page sizes.(Optional) Adjust the vertical and horizontal position of the watermark by inches, percent centimeters, millimeters, picas, or points.Skip to step 20 if you dont want your watermark to appear on a specific page or page range. The default is to show the watermark on every page.Select Page Range Options to select specific pages.Select Pages from and then enter a specific page range into the boxes in the Page Range Options dialog box.Pro Tip: If you only want the watermark to appear on one page in a multi-page PDF, put that page number in both boxes.Select All pages in range, Even pages only, or Odd pages only from the Subset menu.Select the OK button to close the Page Range Options dialog box.Select the OK button to close the Add Watermark dialog box.Pro Tip: You cant add more than one watermark simultaneously. However, you can repeat the steps above to add multiple layers of watermarks, including a combination of text and images. This process only updates the first watermark added to your PDF. Acrobat doesnt provide a way to update additional watermarks.Select Edit in the global toolbar.Select More in the Edit panel.Select Watermark.Select Update from the submenu.Make all necessary edits in the Update Watermark dialog box, which offers the same options as the Add Watermark dialog.Select the OK button to close the Update Watermark dialog box. This process removes all the watermarks in your PDF. Acrobat doesnt provide a way to remove specific watermarks.Select the Tools tab (see figure 1).Select Edit PDF in the Tools Center (see figure 2).Select Watermark in the Edit PDF toolbar (see figure 3).Select Remove from the drop-down menu.Select Yes in the dialog box asking if you are sure you want to remove your watermark.Bonus Section: How to Add Watermarks to Multiple PDFsCreate your watermark by following steps 1 through 15 in the How to Insert Watermarks section, above.Select the Apply to Multiple Files button.Select the Add Files button in the Watermark (Add) dialog box and then select Add Files or Add Open Files from the drop-down menu.If you selected Add Files, locate the files in the Add Files dialog box, and then select the Open button.Pro Tip: Press and hold the Ctrl key (PC) or Command key (Mac) to select multiple files.If you selected Add Open Files, select the files from the Open PDF Files dialog box, and then select the Add Files button.Pro Tip: To avoid an error message, press and hold the Ctrl key (PC) or Command key (Mac) to deselect the PDF that is already listed in the Watermark (Add) dialog box.Select the OK button in the Watermark (Add) dialog box.Ensure that Overwrite existing files is selected in the Output Options dialog box in order to place the watermarks directly on the files you selected.Select the OK button to close the Output Options dialog box.The additional PDFs should open automatically if they are not already open. Ensure that your watermark was added correctly and then save the PDFs as you normally would.Related ResourcesHow to Add Headers and Footers in Adobe Acrobat (Updated Interface)How to Add Attachments to PDFs in Adobe Acrobat (Updated Interface) Watermarks are text or images that appear behind or in front of the document content. They're often used to indicate the document's status, ownership, or confidentiality. Adobe Acrobat provides robust features for adding and customizing watermarks. Method 1: Using the "Edit PDF" Tool Open the PDF document you want to add a watermark to in Adobe Acrobat. Select the "Edit PDF" tool in the right-hand pane. If you don't see it, you might need to click on "All tools" and then select "Edit PDF". Click on Watermark > Add. This will open the "Add Watermark" dialog box. Configure your watermark: Source: Choose whether to use Text or a File (image or PDF) as your watermark. Text: If selecting "Text," enter the text you want to use. Customize the font, size, color, opacity, and rotation. Consider using variables like "\${Date}" or "\${Time}" to dynamically display the current date and time. File: If selecting "File," browse to the image or PDF file you want to use as a watermark. Adjust the size, opacity, and rotation as needed. Opacity: Adjust the transparency of the watermark. A lower opacity value makes the watermark more subtle. Position: Choose whether the watermark appears behind or in front of the document content. Consider whether the watermark should obstruct important information. Rotation: Rotate the watermark to any desired angle. Scale Relative to Target Page: Allows you to scale the watermark proportionally to the page size. Appearance Options: Only show on print: The watermark will only be visible when the document is printed, not when viewed on screen. Appearance: Choose to show the watermark on all pages, only specific pages, or a range of pages. Page Range Options (If Necessary): If you want to apply the watermark to a specific range of pages, click "Page Range Options..." and specify the starting and ending pages. Save Settings as a New Preset (Optional): If you plan to use the same watermark settings frequently, click "Save Settings" to create a preset. Click "OK" to apply the watermark. Save your PDF document to preserve the changes (Menu > Save or Menu > Save As). Removing a Watermark Open the PDF document with the watermark you want to remove. Select the "Edit PDF" tool as in Method 1 above. Click on Watermark > Remove. Confirm removal by clicking "Yes" when Acrobat prompts you. Save your PDF document to preserve the changes. Tips and Considerations Color Contrast: Ensure sufficient color contrast between the watermark and the document content for readability. Opacity: Use opacity judiciously. A subtle watermark is often more effective than a highly opaque one. File Size: Using large image files as watermarks can increase the PDF file size. Optimize images before adding them as watermarks. Testing: Always test the watermark on a sample page or two before applying it to an entire document. Document Security: Watermarks are not a foolproof method of document security. They are primarily intended for branding and identification. For stronger security measures, consider using password protection or digital signatures. Batch Processing: For adding watermarks to multiple PDF files at once, use the "Action Wizard" feature (available in some versions of Adobe Acrobat) to create a custom action. Need Additional Support? If you have any questions or need further assistance, please contact the ITS Help Desk: This guide aims to provide useful information, but as technology changes, interfaces or steps might vary. Please use the Comment button to let us know if anything differs from your experience. Your feedback helps us keep this information accurate. Thank you!Adding a watermark to a company-related document helps ensure confidentiality or prohibit others from stealing the material. In addition to creating a watermark that consists of text, many programs allow you to use an image, such as your small business's logo. To create a custom watermark for your PDF documents, use a program such as Adobe Acrobat, A-PDF Watermark or PDF Watermark Creator.Article continues below this adArticle continues below this ad

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