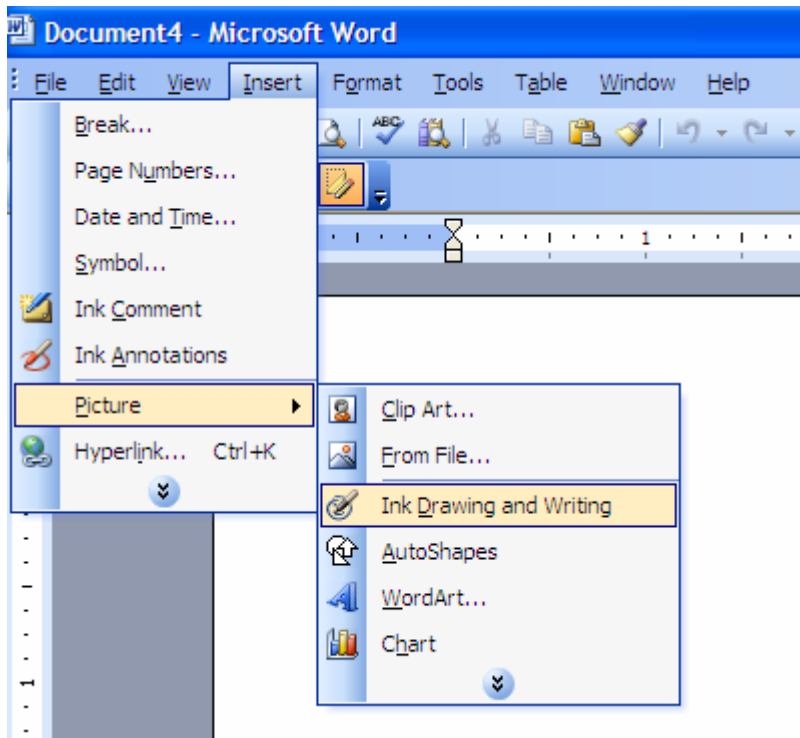


Using Ink in Microsoft Office

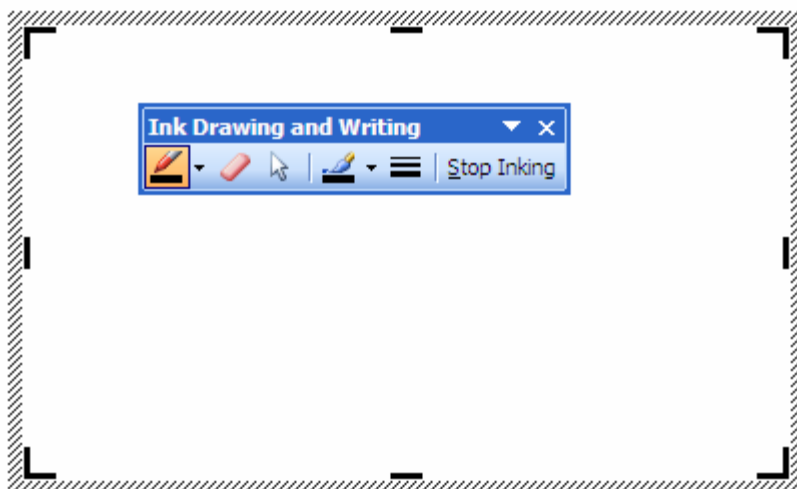
There are two primary ways to use ink in Microsoft Office. The first is Ink Drawing and Writing, which allows you to insert an ink picture in your documents. The second is Ink Annotations, which allows you to mark up a document on screen as you would if it was printed.

Ink Drawing and Writing

To access the Ink Drawing and Writing toolbar, go to Insert > Picture > Ink Drawing and Writing, or right click in the toolbar and select Ink Drawing and Writing.



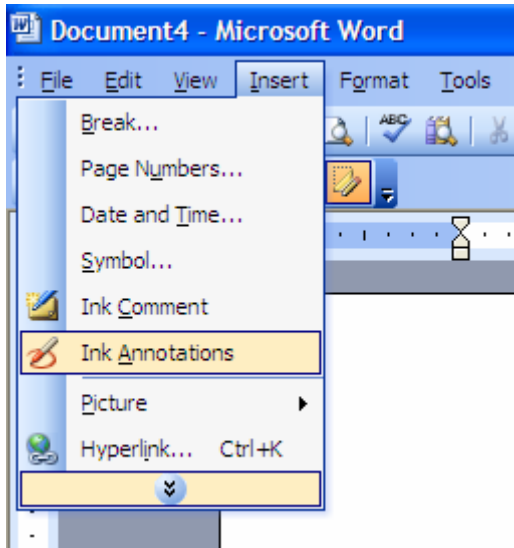
You'll see the canvas and toolbar appear. Use the toolbar to select your pen, eraser, ink color etc. You can ink anywhere within the bounded box. Your text will move, just like with any image that you insert. When you want to start typing again, click on Stop Inking. **Note:** You can only use Ink Annotations in email.



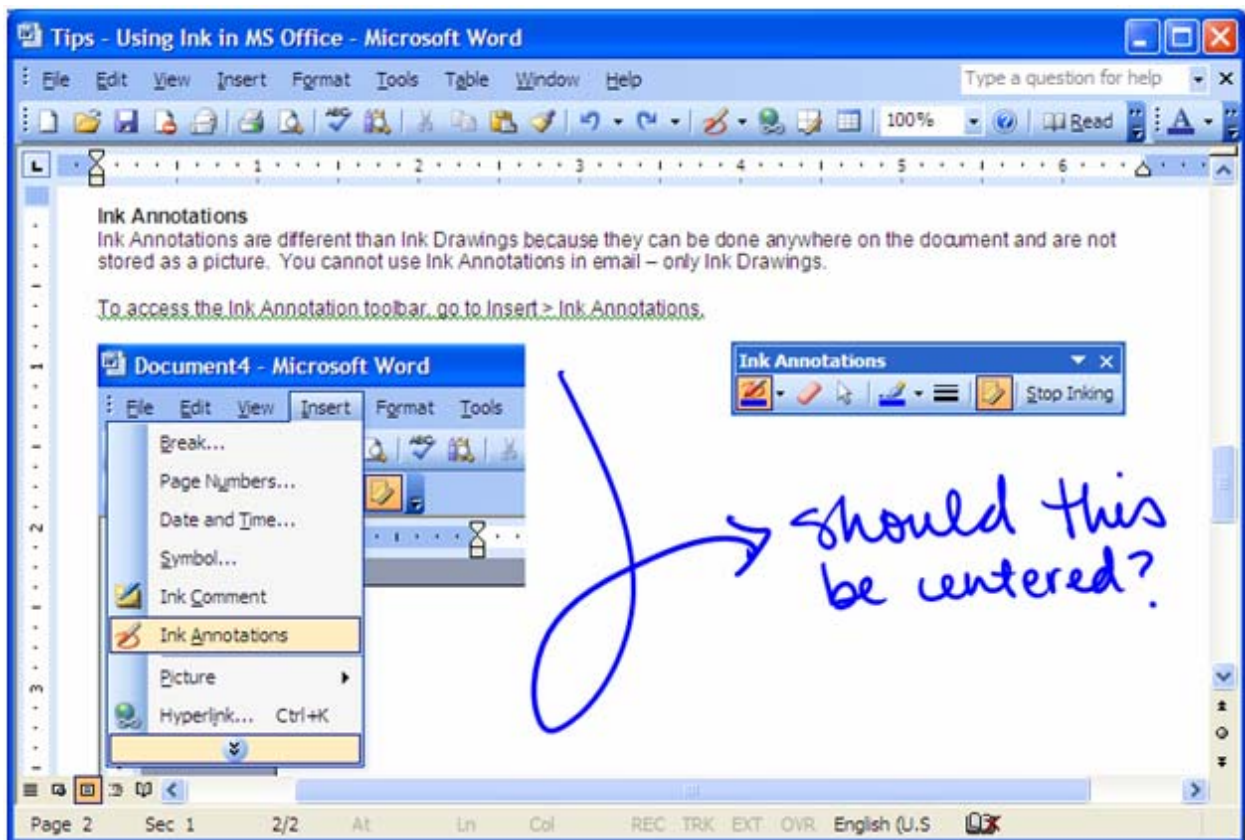
Ink Annotations

Ink Annotations are different than Ink Drawings because they can be done anywhere on the document and are not stored as a picture. You cannot use Ink Annotations in email – only Ink Drawings.

To access the Ink Annotation toolbar, go to Insert > Ink Annotations or right click on the toolbar and select Ink Annotations. Keep in mind the Ink Annotations toolbar may already be displayed. If that is the case, tap on the pen to begin inking.



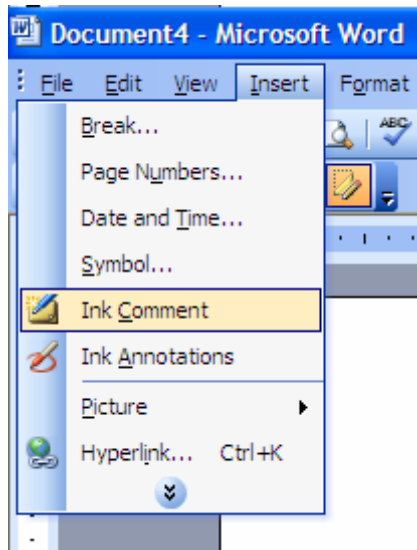
You'll see the Ink Annotations toolbar appear. Use the toolbar to select your pen, eraser, ink color etc. You can ink anywhere you like in the document. When you want to start typing again, click on Stop Inking.



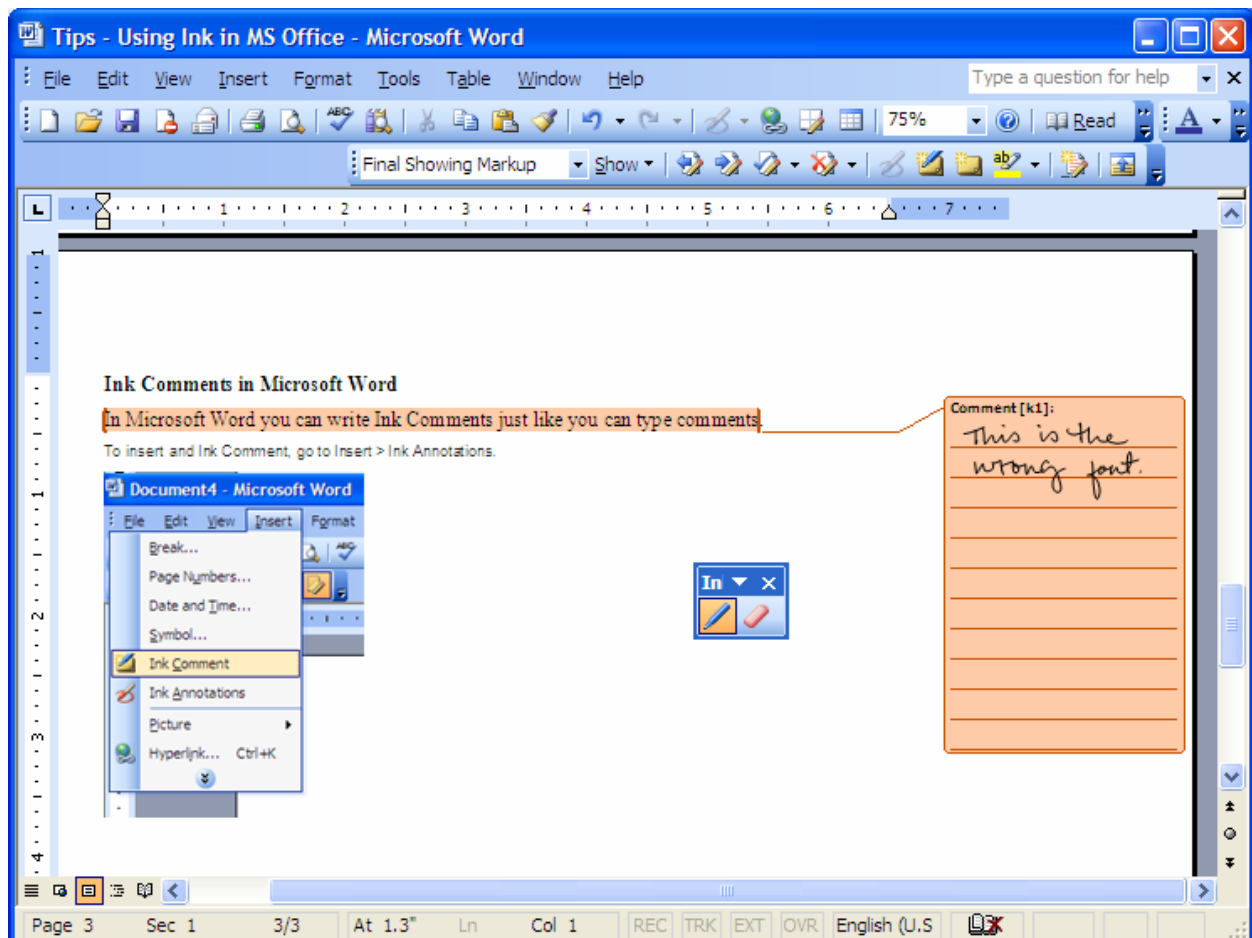
Ink Comments in Microsoft Word

In Microsoft Word you can write Ink Comments just like you can type comments.

To insert and Ink Comment, go to Insert > Ink Annotations.



You'll see the Ink Annotations toolbar appear. Use the toolbar to select your pen or eraser. To remove text in the comment, use the eraser. To remove the comment, right click on the comment and select delete. When you want to start typing again, tap anywhere outside of the comment.



To learn more about using ink in Microsoft Office, search for "ink" or "ink annotations" in the Office Help.