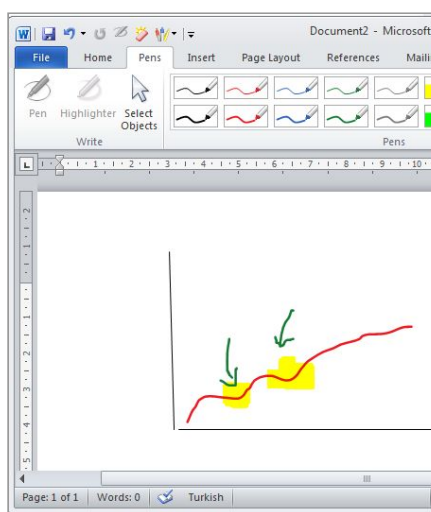


Using Ink Tools in Microsoft Office



If you have Microsoft Office 2003 or later, you can use the Ink function to add handwritten notes to a Word document, Excel spreadsheet, or PowerPoint presentation.

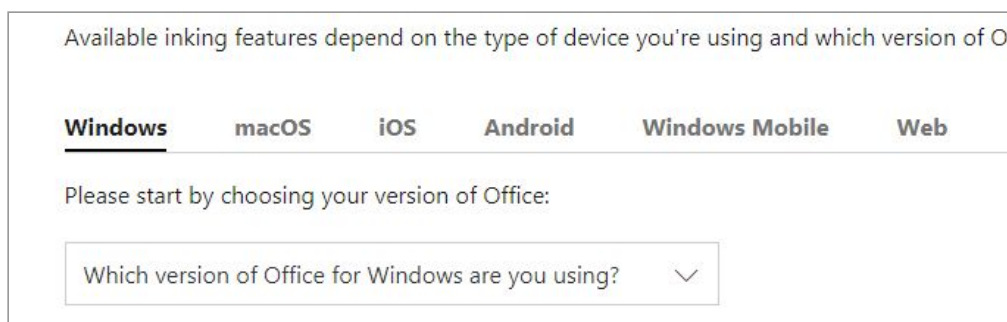


In order to use ink tools in Microsoft Office, while using a graphic tablet or similar interaction through touch screen devices you will need to find where they are or add the ink tools buttons to the menu if they do not appear by default.

If your office version is not Microsoft 365, Office 2019 and Office 2016, 2013 you can

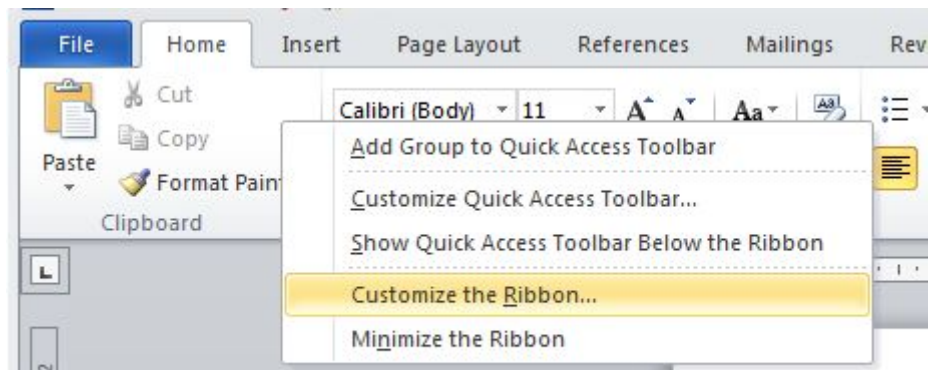
1. [add the ink tools to the ribbon](#) or
2. [add the ink tools to the quick access toolbar](#) as explained below.

Visit [Draw and write with ink in the Office](#) page and select the operating system and office versions (Microsoft 365, Office 2019 and Office 2016, 2013) to see where these tools are.

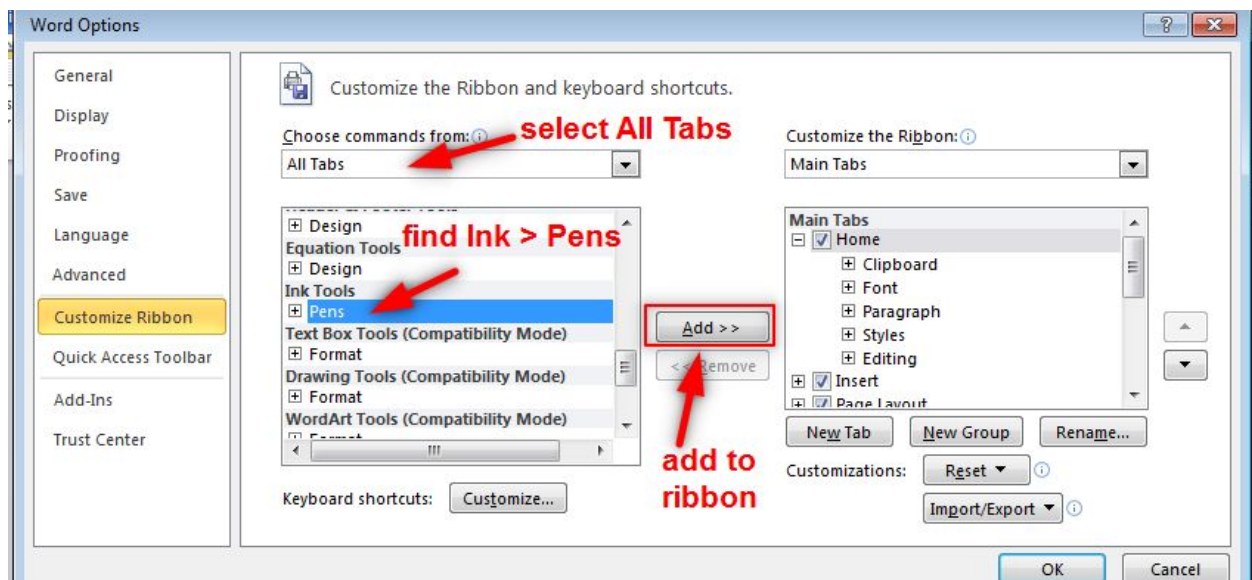


1. Adding Pen Menu to the Ribbon

STEP 1: Right click on the ribbon and select “Customize the ribbon”



STEP 2: Select “All Tabs” → find “Pens” under “Ink Tools” → add to the Ribbon

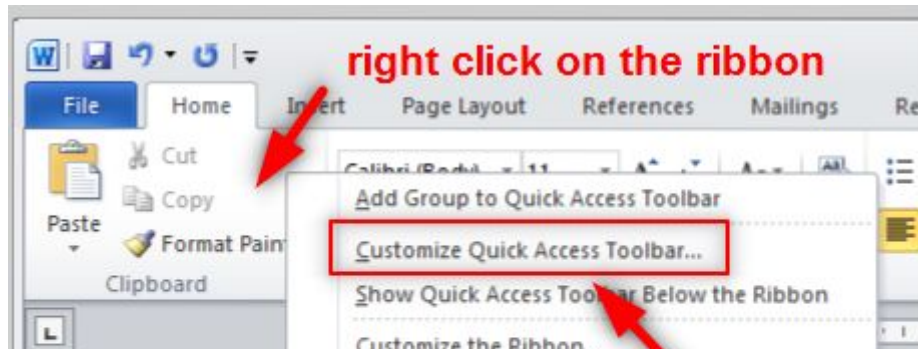


Done. You should be able to see the Pen section in the ribbon

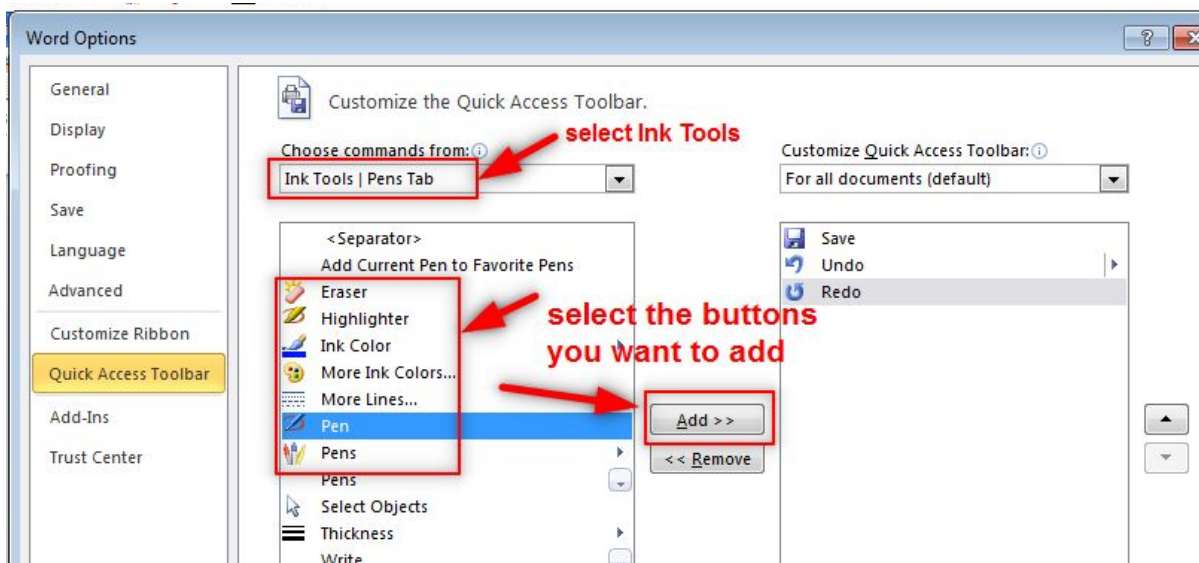


2. Adding Ink Tools to the Quick Access Toolbar

STEP 1: Right click on the ribbon and select “**Customize Quick Access Toolbar**” (or you can click the arrow in the Quick Access Toolbar)



STEP 2: Select “**Ink Tools | Pen Tabs**” → select the buttons that you want to add → add to the toolbar



Done. They should appear as seen below.

