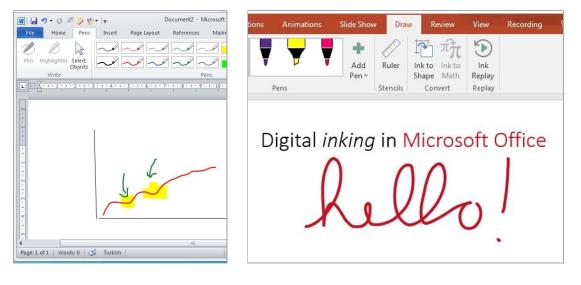
Using Ink Tools in Microsoft Office

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 <u>Draw and write with ink in the Office</u> page and select the operating system and office versions (Microsoft 365, Office 2019 and Office 2016, 2013) to see where these tools are.

Windows	macOS	ios	Android	Windows Mobile	Web
Please start h	by choosing yo	our version	of Office:		
i icase start i	by choosing ye	ur version	of office.		

1. Adding Pen Menu to the Ribbon

STEP 1: Right click on the ribbon and select "Customize the ribbon"

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	Show Quick Access T Customize the <u>Ribbo</u> Mi <u>n</u> imize the Ribbon	on	he Ribbon	

STEP 2: Select "All Tabs" \rightarrow find "Pens" under "Ink Tools" \rightarrow add to the Ribbon

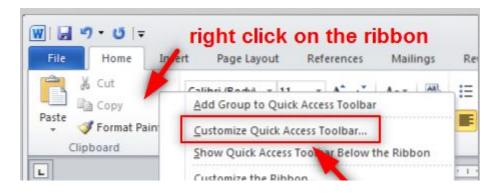
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Save				
Language		Pens	Main Tabs ⊡ 🔽 Home	*
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Customize Ribbon	Pens Text Box Tools (Compatibility Mod	de) <u>A</u> dd >>	Paragraph Styles	
Quick Access Toolbar	Format Drawing Tools (Compatibility Mod	de)	Editing	
Add-Ins	Format WordArt Tools (Compatibility Mod	10)	Page Lavout	*
Trust Center		add to	Customizations: R <u>e</u> set ▼ i	Rena <u>m</u> e
	Keyboard shortcuts: Customize	ribbon	Im <u>p</u> ort/Export ▼	0

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

File	Home	Pens	Insert	Page Layout	References	Mailings	Review	View
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	Y	′ou wi	II see	it in the r	nenu		1 • 2 • 1 • 3	8 • 1 • 4 • 1 • 5 • 1 •

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 "Alnk Tools I Pen Tabs" \rightarrow select the buttons that you want to add \rightarrow add to the toolbar

General	Customize the Quick	k Access Toolbar.		
Display		select Ink Tools		
Proofing	Choose commands from:		Customize <u>Q</u> uick Access Toolbar: () For all documents (default)	·
Save				
Language	< Separator> Add Current Pen to Fav	orite Pens	Save Undo	। •
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	Write			

Done. They should appear as seen below.

