Inking in MS Office 2013

Getting Started Guide

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Inking in Word and PowerPoint

Inking

In MS Word and PowerPoint, the inking feature will allow you to create and erase annotations, as well as highlight text.

To start inking:

1. Go to the **Ink** tab

2. Select **Ink** in the menu bar and various inking tools will be displayed as shown below

3. Select the **Pen** icon then ink wherever you would like on the word document

Erasing Ink

Once you start using the pen functions, a new tab should appear called “Ink Tools.” To erase any pen writings

1. Go to the **Ink Tools** tab

2. Select the **Eraser** icon

3. To resume inking, select the **Pen** icon again
**Erasing Ink Using Pen Buttons**

You can also erase ink using the button at the very top of your pen. If it does not work, make sure it is activated using the following instructions:

1. Click `start`.
2. Type ‘Pen Tablet Properties’ and press Enter
3. Make sure that ‘Enable Eraser’ is selected

You can also program the side buttons to erase ink.

1. Click `start`.
2. Type ‘Pen Tablet Properties’ and press Enter
3. Select the drop-down menu beside the pen button and select the Erase option (by default, the second button from the bottom erases ink)

![Pen Tablet Properties](image)

**Moving, Rotating, and Resizing Inked Text**

1. Go to the `tab`
2. Select the icon
3. Select the inked text you would like to highlight it

4. Move it to the desired location, rotate it, or resize it

Exiting Inking Mode

To exit the inking mode and go back to normal typing:

1. Go to the tab
2. Select the icon

*If at any point you don’t see the “Ink Tools” tab any longer, simply go to “Review” then click “Start Inking” and you will see it again.*

Moving Inking Tools to the Top Toolbar

This will put a button at the top left corner of your document and allows you to choose a pen and start inking with one click.

1. Go to the tab
2. Right click the icon
3. Choose “Add to Quick Access Toolbar”
PowerPoint
Inking in Presentation Mode

Once in the presentation mode, you may access the inking tools in two ways:

1. Locating the faint menu/navigation items at the bottom left corner of the presentation.

   *Please note that this menu option dissappears when the mouse leaves the menu hotspot area.*

2. Right clicking anywhere on the presentation to access the inking menu

The inking tools stay hidden until activated, for example you may not be able to access the eraser if you have not inked on the presentation.

You may change to various tools depending on your preferential use. The inking tools available include “Laser Pointer,” “Pen,” “Highlighter,” “Ink Color,” “Eraser,” “Arrow Options” and so forth.

**Changing the Ink Color**

1. Right-click anywhere on your presentation slide

2. Select

3. Select

4. Select any color of your choice
To change the ink color using the faint menu/navigation option, just hover and click on the pen tool and select the color you want as shown below: In this example color red has been selected.

Inking when using the Presenter View

When using the presenter view while in slideshow mode, your menu icons will look a little different.

1. Select the pen tool
2. Select \[\text{Pen}\] to begin inking

![Tool Options]

*Please note the first icon will change to show the tool that is currently in use.*

**Erasing Ink in Presentation Mode**

The eraser tool will be activated once you have annotations in your presentation.

1. Right-click anywhere on your presentation slide
2. Select \[\text{Pen}\]
3. Select \[\text{Eraser}\] to erase a single annotation or \[\text{Erase All Ink on Slide}\] to erase all ink on the slide
4. Drag the eraser over the annotations you would like to delete

*You can also select the pen icon at the bottom of the screen to get to the eraser menu options*
5. Once you start erasing, the eraser icon will place the pen icon at the bottom of the screen.

Returning to the Pointer Arrow
1. Right-click anywhere on your presentation slide
2. Select **Pointer Options**
3. Select **Arrow Options**
4. Select to either Automatic, Visible, or Hidden, to automatically show the arrow pointer, always show the pointer arrow, or make the pointer arrow invisible. *(We recommend selecting ‘Automatic’)*

*You can also return to the pointer arrow by deselecting the pen option.*

Saving Annotations

At the end of your slides, PowerPoint will give you the option to save your annotations if you wish. Select “Keep” to save your annotations. You may select to keep or discard your inked annotations.