How to use Microsoft Ink

ITS Academic IT
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To begin using annotation open PowerPoint and display your presentation in the slideshow mode.

In slideshow mode hover the mouse or use the stylus to tap the lower left corner of the screen.
Use the stylus to select the pen icon.
When the pen icon is selected a pop-up menu of additional tools will appear.

From the pop-up menu you can select:
- Laser Pointer
- Pen
- Highlighter
- Eraser
- Erase All Ink on Slide
- Multiple color options for pen tool
With the pen tool selected, and a color chosen you can write directly on top of your presentation.

Also when you begin writing the tools will move to the left side of the screen.

These tools may hide while writing, but to quickly switch the color, or pen style tap on the left middle of the screen and the tools will reappear.
There are additional tools available in Microsoft ink.

The magnifying glass will allow you to zoom in on any area of your slide to make it larger for view.
The image on the right shows an example of the magnifying glass tool. You can move this tool over the area of the screen you would like to magnify and then click the mouse to zoom in.

Once zoomed in the highlighted section will be enlarged to fit the entire screen.

To end the magnification section press the “esc” key on the keyboard.
In the tools there is an icon between the pen and the magnifying class that has squares overlapping.

This tool will show a thumbnail preview of every slide in your presentation so you can quickly jump forward or back to a specific slide without having to scroll.
This is an example of the thumbnail preview of all slides in the presentation.

To make the thumbnails larger, click the plus “+” or minus “-” icons in the lower right corner.
When you are finished presenting press the “esc” button on the keyboard.

The first press of the “esc” key will turn off the pen tool, press again to close the full screen presentation.

Before the presentation closes a prompt will be displayed asking if you want to keep or discard the annotations you made.

Press the "KEEP" button, you can delete an annotation in edit mode later if needed.
When presentation mode is closed you can click the annotations you made to either move them or delete them.

To move or delete click on the annotation, a box will appear around the annotation.

To delete press the “delete” key on the keyboard, to move the annotation click inside the box and drag to where you want it to be.
When you are finished presenting make sure you use “Save As”.

“Save As” will allow you to keep a copy of the original presentation, and the new copy with the annotations.

At this point once you have save the presentation with annotations, you can upload to HuskyCT or print to PDF, or just save for future use.
For more information or to schedule an in-person training please contact:

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