

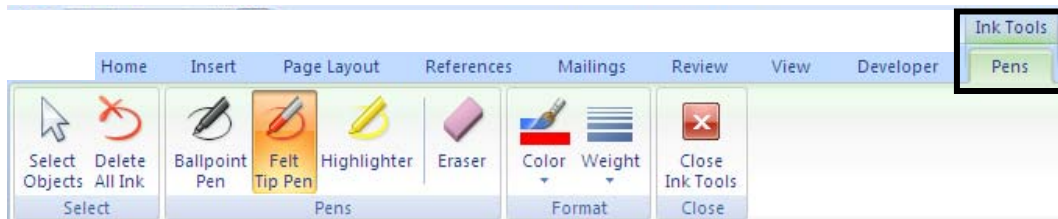
Using Ink in Office 2007

In Word 2007, Excel 2007 and PowerPoint 2007:

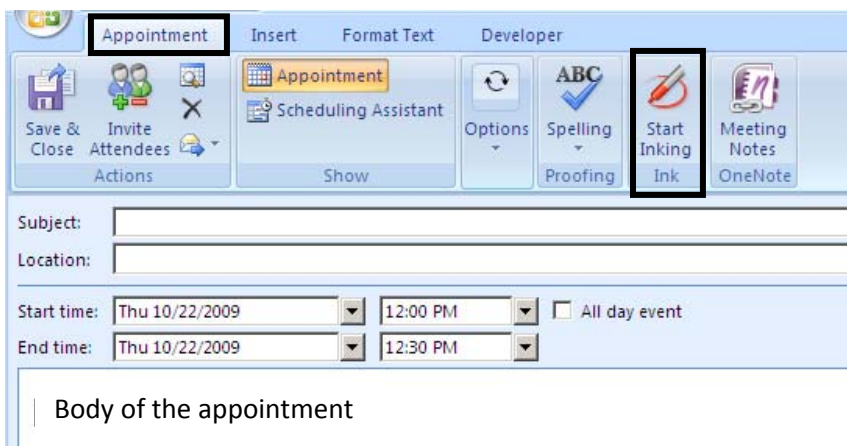
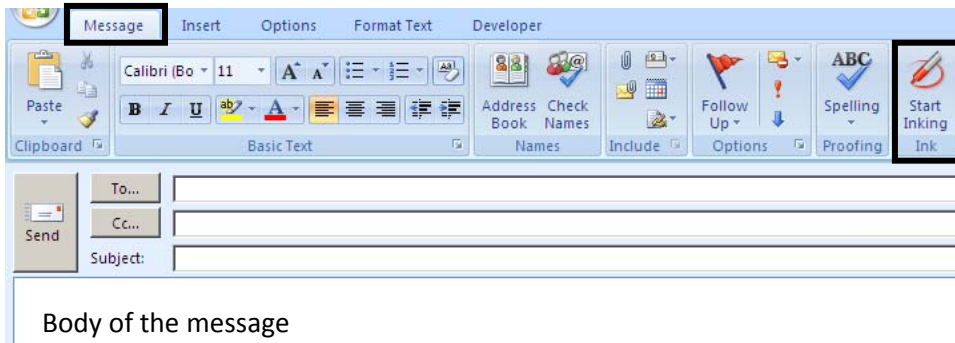
1. Open an existing or a blank (new) document.
2. Click on the Review tab of the Ribbon and select the Start Inking tool.




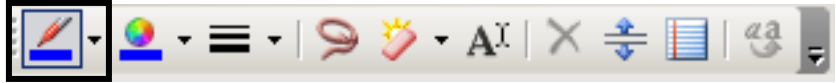
3. The Ink Tools – Pens contextual tab displays on the Ribbon. Use the tools on that tab to customize your inking and to end the inking session.



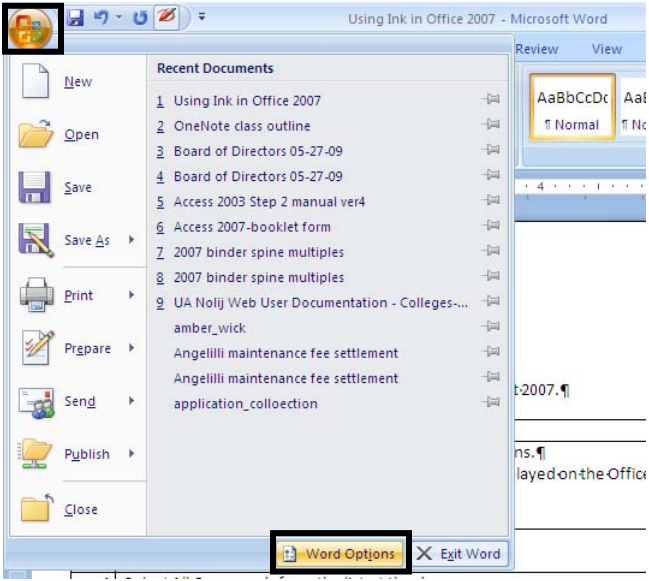
In Outlook 2007, ink is available in the Message and Appointment/Meeting windows in the body of a message or the body of an appointment/meeting. The Start Inking tool displays on the first tab of the Ribbon, which is the Message or Appointment tab. The tool will be “grayed out” and unavailable until the cursor is placed in the body of the message or appointment.



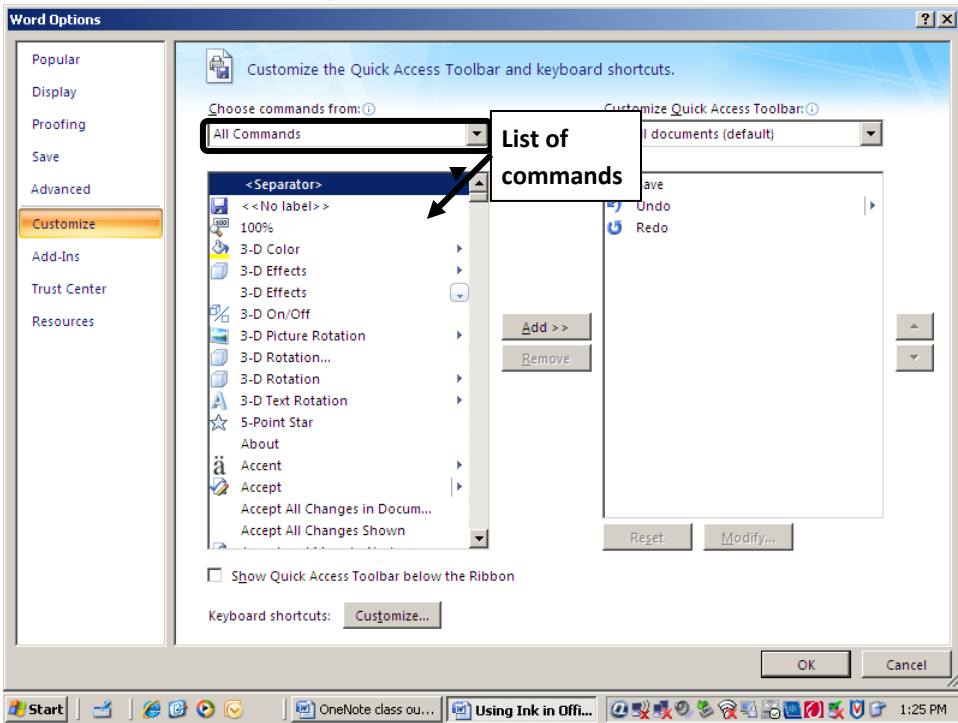
In OneNote 2007, the ink function may be toggled on and off using the Ink tool  on the Writing Tools toolbar. If the Writing Tools toolbar is not displayed, select View > Toolbars > Writing Tools from the menu. This tool allows the choice of ink color and the width of the ink.



If you use ink frequently, place the Ink tool on the Quick Access toolbar in Word 2007 or Excel 2007 or PowerPoint 2007 with these steps:

<p>1. Click on the Office Button.</p>	
<p>2. Select the program's Options tool, such as Word Options. The Options tool is at the bottom of the list that is displayed on the Office Button. The Options window displays.</p>	
<p>3. Select the Customize category.</p>	

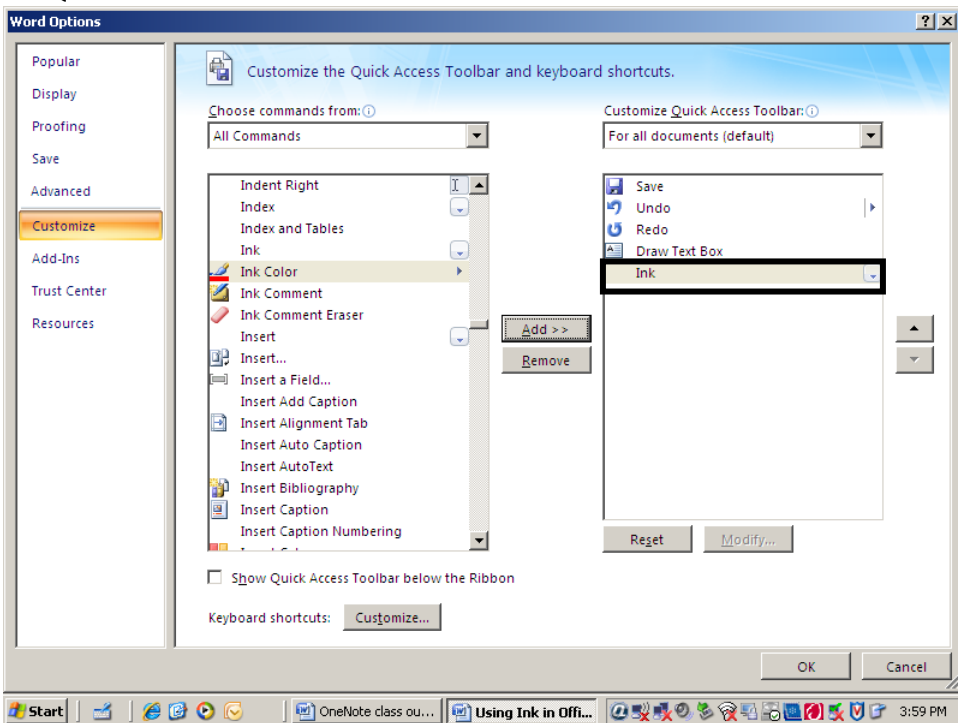
4. At **Choose commands from**, select All Commands from the list at the down arrow.



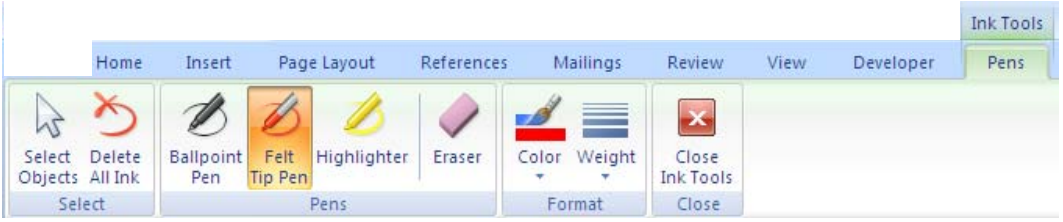


5. Scroll down in the list of commands to locate and select the **Ink** command.

6. Click on Add.

The Ink command is added to the box at the right, which is a list of the commands to be shown on the Quick Access toolbar.



7.	<p>Click on OK. The Ink command is added to the Quick Access toolbar.</p> 
8.	<p>Click on the Ink tool and select Start Inking.</p>  <p>The Ink Tools – Pens contextual tab displays on the Ribbon.</p> 
9.	<p>Use the tools on that tab to customize your inking and to end the inking session.</p>