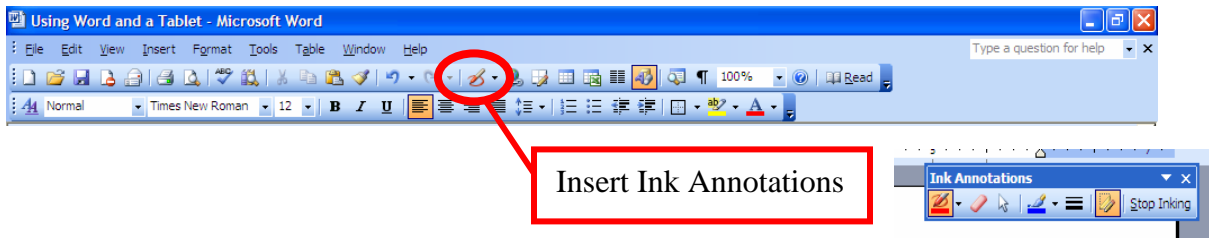


Using Word and a Tablet PC

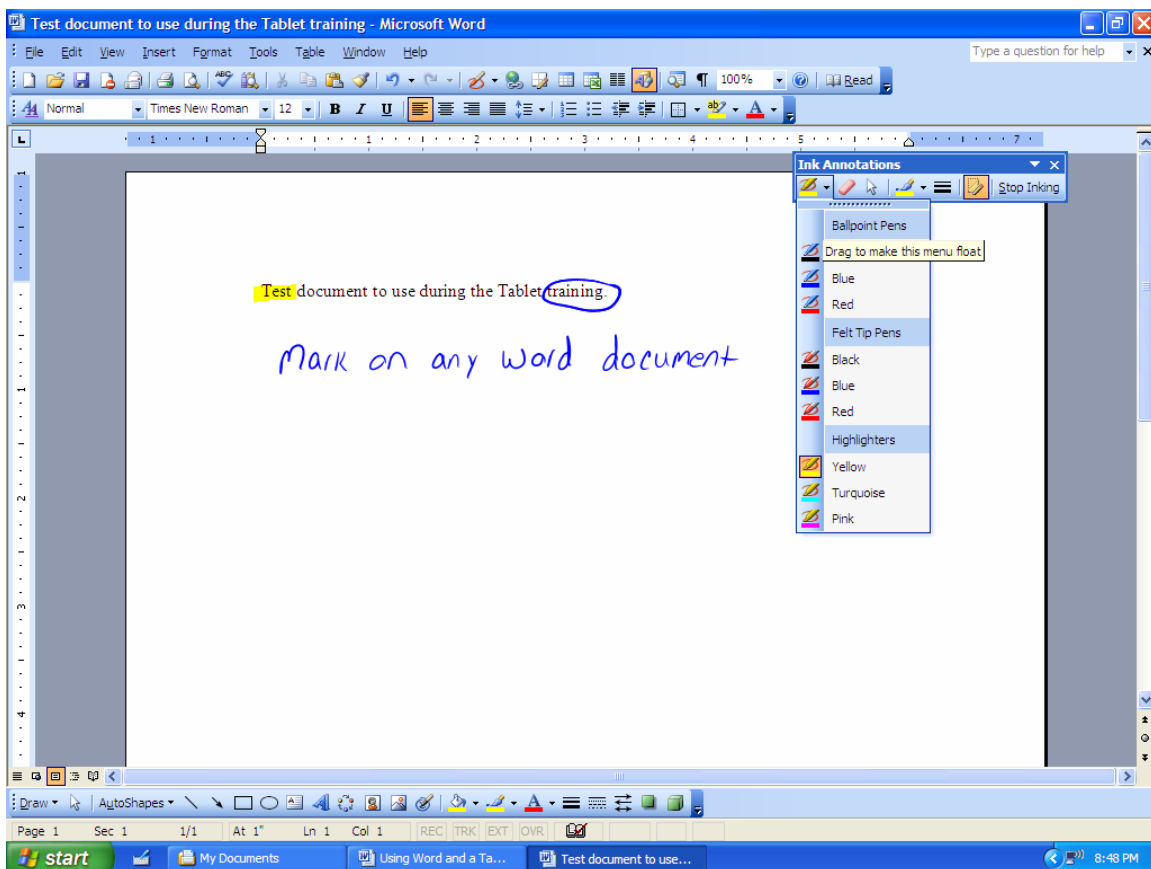


Adding ink annotations

Open a Word document

Click the Insert Ink Annotations button on the toolbar

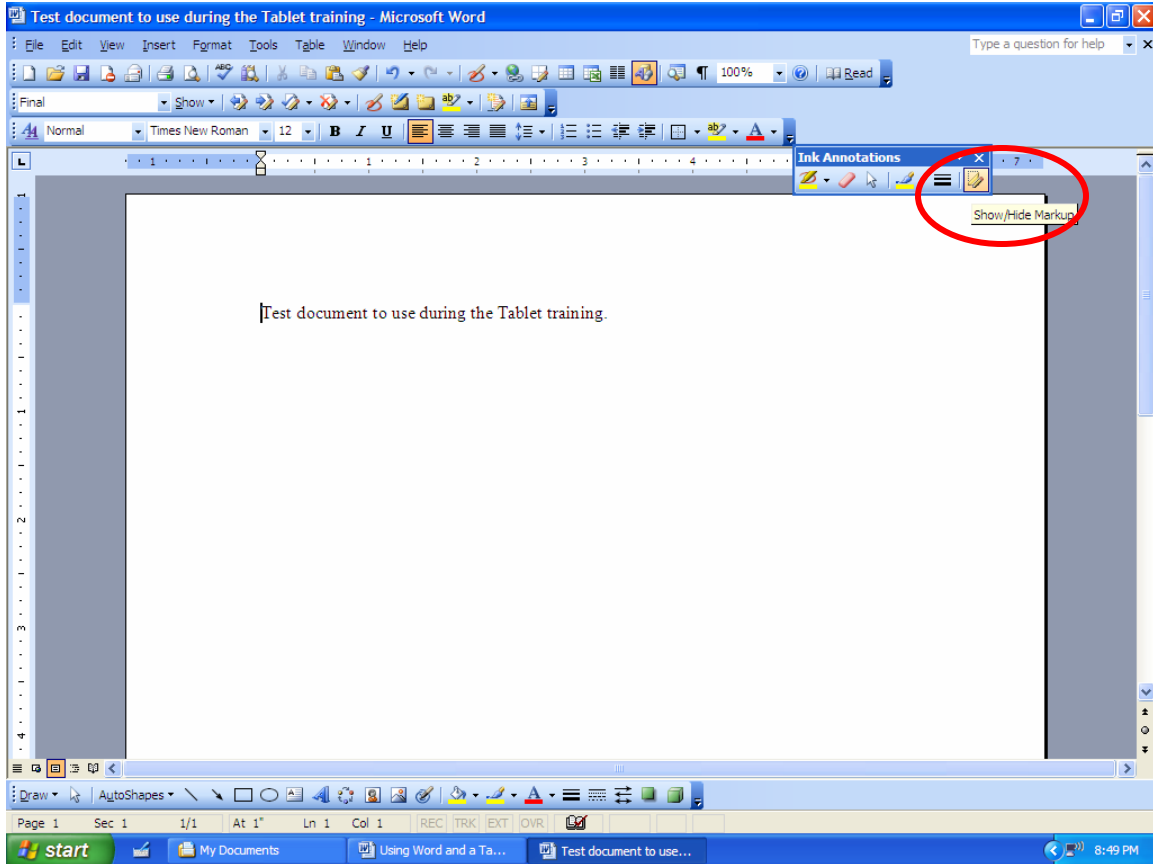
Use the Ink Annotations toolbar to format the pen, eraser and highlighter width and color.



Using Word and a Tablet PC

Show/Hide Markup option

Any annotations can be hidden or displayed by clicking Show/Hide Markup on the toolbar.

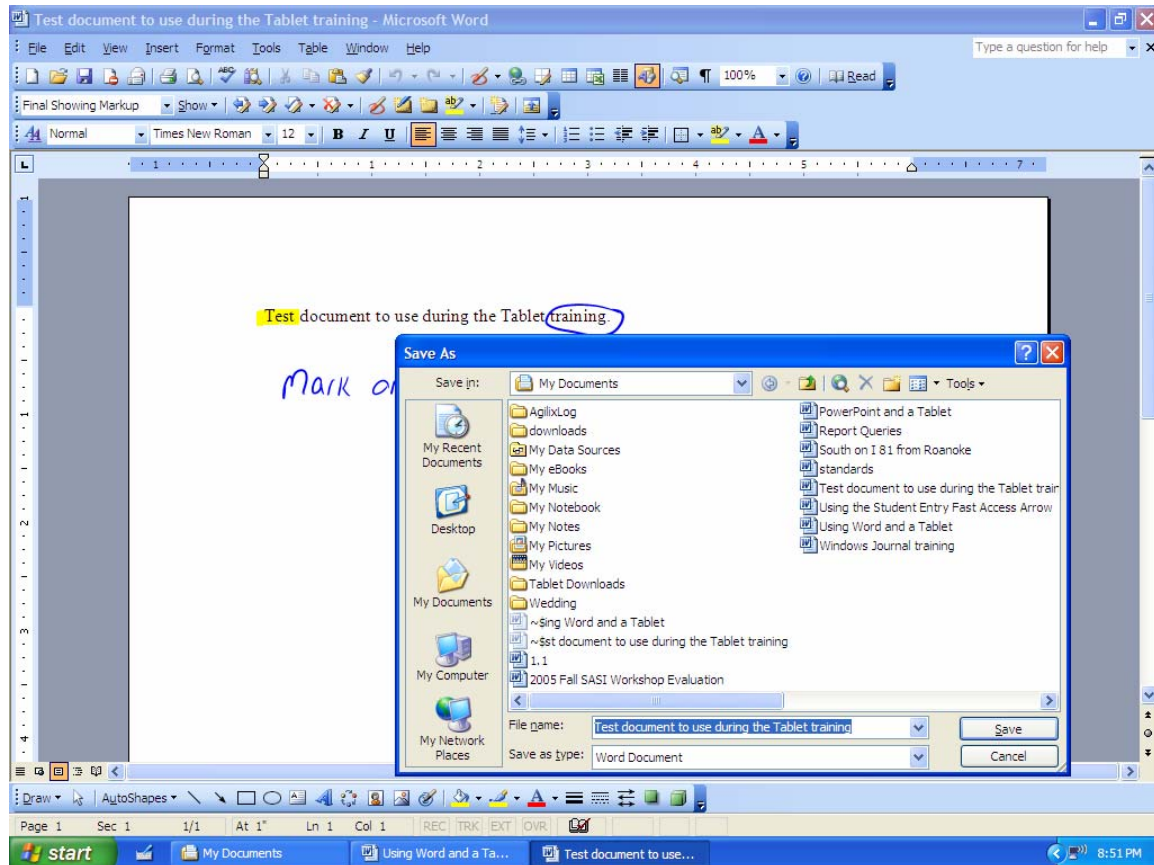


Using Word and a Tablet PC

Saving the document

Click File/Save to save the annotations to the original document

Click File/Save As to keep the original and save the annotations to another file.

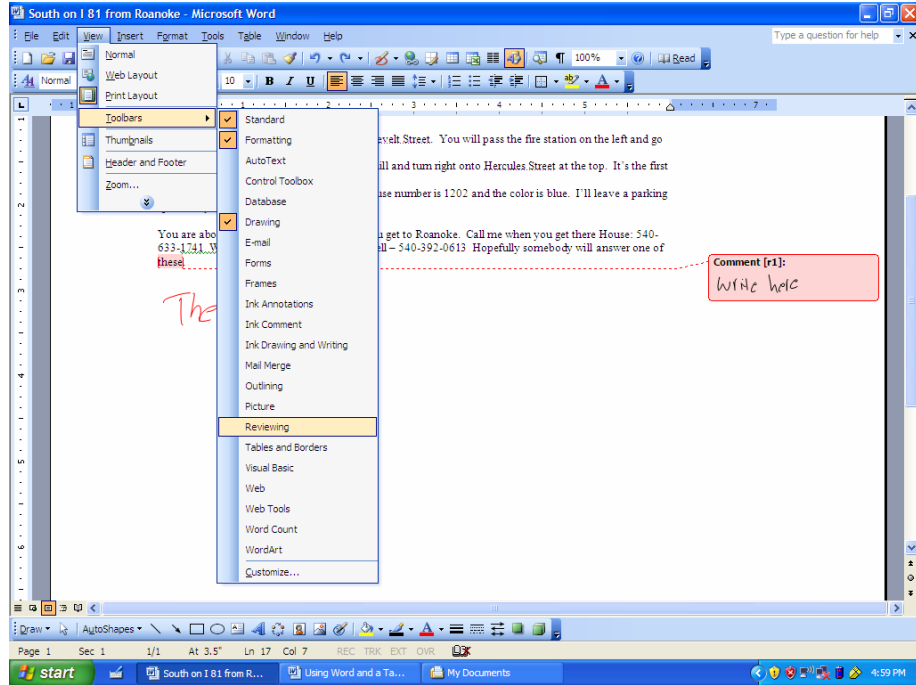


Using Word and a Tablet PC

Toolbar options

Click View/Toolbars then Reviewing from the list of options

The other Tablet specific toolbars are Ink Annotations, Ink Comments, and Ink Drawing



Use the Reviewing toolbar to add ink comments, typed comments, highlight color, track changes or accept/reject comments

