Getting started with Windows Ink

Windows Ink can help everyone to increase their work and work/life productivity. It's not just for artists and designers. Quickly and easily jot down ideas, draw on a blank sketchpad, capture screenshots that you mark up, edit documents with your tablet pen, and even learn how math equations are solved. Here are a few of the great Windows Ink features:

- In one easy-to-access workspace, Windows Ink brings together three ink-powered features: Sticky Notes, sketchpad, and screen sketch. With the click of your digital pen, you can start writing or drawing right away.
- Windows Ink integrates what you type or write with Cortana and apps like Maps and Mail to help you do typical business activities more quickly.
- Windows Ink combines the naturalness and speed of pen and paper with the power of a computer.

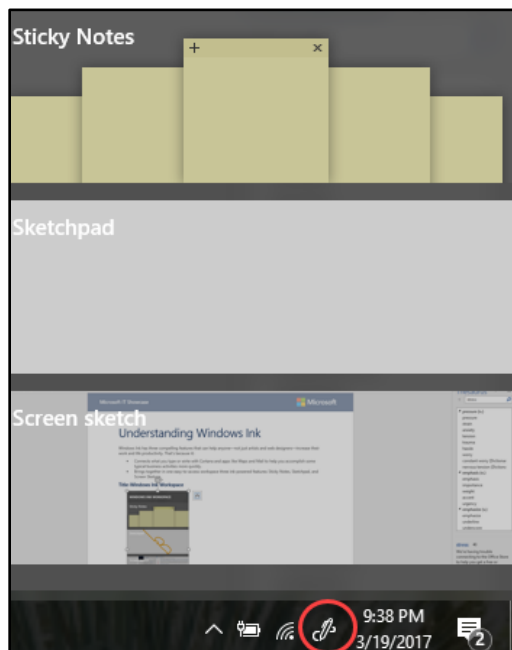Figure 1 shows Windows Ink Workspace, where you can choose to use Sticky Notes, sketchpad, or screen sketch.

Figure 1. Windows Ink Workspace with the Windows Ink Workspace icon circled in red

How Windows Ink helps you to be more productive

Windows Ink is a set of pen-driven experiences that help you to put your ideas in motion.

Capture ideas quickly

To open the Windows Ink Workspace, click your digital pen or select the **Windows Ink Workspace** icon on your taskbar. Either way, after it's open, you can write on a Sticky Note, draw something on the sketchpad, or take a screen capture to draw or write on.

Create ideas and images with sketchpad

The sketchpad in the Windows Ink Workspace is a simple blank canvas where you can draw an idea, doodle, and solve problems. Use the digital ruler with Windows Ink to measure distance or trace along a straight edge, just like on paper.

And when you're drawing, you can use your hands more naturally. Rest your palm down when writing and use your other hand to bring up the digital ruler for drawing straight lines, just like on paper. Figure 2 shows an example of a Windows Ink sketchpad drawing with a ruler.

Figure 2. Windows Ink helps you draw with a built-in ruler

Your notes become smart and active

Windows Ink Workspace integrates with Cortana to make Sticky Notes ever more powerful. Cortana turns certain types of content that you write on a Sticky Note into blue text that you can click to take different actions. For example, if you write *Meet with Charles tomorrow* on a Sticky Note, *tomorrow* will turn blue and become clickable. Click the blue text and create a reminder using Cortana.

Or, write down a flight number, then use it to track your itinerary. Click the flight number then add a reminder using Cortana. Your Sticky Note adds your flight information and tracks the flight. And, it's available to refer to whenever you want. Figure 3 shows an example of this.
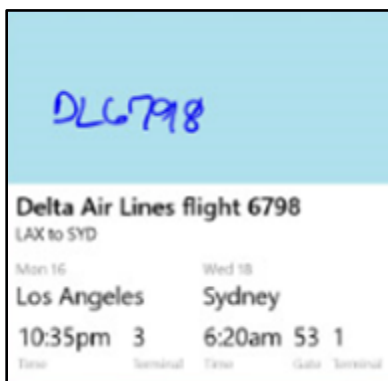

Figure 3. Just write your flight number on a Sticky Note and it will bring up your flight information

Sticky Notes help you to keep track of all kinds of things, from email addresses and street addresses, to your stocks and telephone numbers—you name it. Some ways that Sticky Notes can help you are:

- If you write an address, the Maps app gets ready to give directions.
- Jot down a few items, and they turn into a checklist that you can rearrange and check off.
- Capture an email address, and it comes up in your Mail app.
- Even write a phone number, and then just tap it to make a call.

The power of pen with Office and OneNote

Your pen is a productivity power tool. Edit Word docs by pen instead of using a keyboard. Strike through words to make them disappear, circle text to select, highlight with precision, or transform drawings into shapes with just one touch. Figure 4 illustrates editing a Word doc using Windows Ink and a pen.
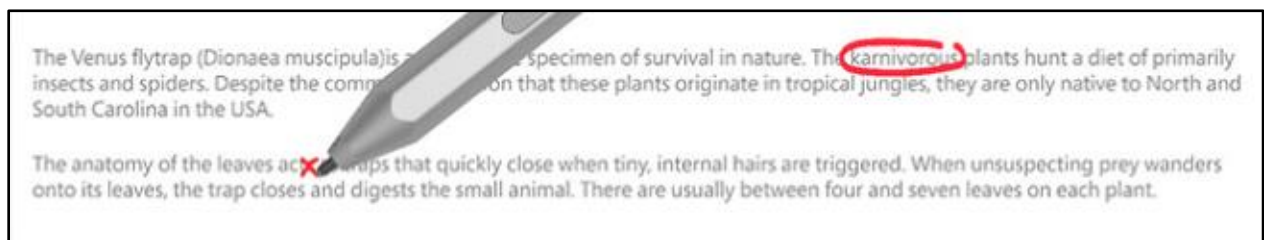

Figure 4. An example of using Windows Ink with Word—you can edit documents as if they were on paper

Enhance learning and problem solving by using Windows Ink and OneNote together. Write a math problem on your touchscreen device, and OneNote for Windows 10 solves it. Get to the answer quickly, or see step-by-step instructions to help you learn how OneNote got the solution.

Write and draw on many apps

Windows Ink works in many apps, from built-in appss like Maps, Photos, Videos, Messenger, and Microsoft Edge to "creator" and "maker" apps from brands like Adobe. Adding notes and other markups is a great way to personalize content that you share with co-workers. Just like in OneNote, you can select to see markups replayed.

Whether it's a doc, webpage, photo, or app, use Windows Ink screen sketch to take a screen capture, crop it if you want, mark it up, and share it in one click.

Figure 5 shows an example of using Windows Ink to capture a screenshot and to write and draw on it.

Figure 5. Example of a marked-up screen capture using Windows Ink screen sketch

Why Windows Ink is superior to other inking tools

Here are some examples:

- **Windows Ink Workspace is always instantly accessible.** iOS and Android don't have a central place to access ink, and they're limited to third-party apps.
- **Turn Sticky Notes into smart tools.** Set reminders, track flights, and manage checklists directly from your handwritten notes. And with the help of Cortana, your reminders flow across your devices and surface at the right time and place. iOS and Android don't have smart Sticky Notes.
- **Mark up and share screenshots.** iOS and Android don't allow you to do this.
- **Draw out an idea on sketchpad.** iOS and Android have this experience only via third-party applications.
- **Windows Ink is quick.** Windows Ink is more accessible than the inking experience in iPad Pro. You can start using Windows Ink at any point with a click of the pen, or directly from the taskbar by selecting the **Windows Ink Workspace** icon.
- **Windows Ink is natural.** Unlike the Apple Pencil, with its limited controls, Windows Ink supports pens that deliver much more functionality and customization through pen controls. For example, with a single click you can launch apps and you can invoke Cortana with the push of a button.

Getting started with Windows Ink

Select the **Windows Ink Workspace** icon in your taskbar in the lower-right part of your screen or click the back of your pen. If you don't see the icon, right-click anywhere in your taskbar and then select **Show Windows Ink Workspace** button.

Then you can start right away drawing, capturing screenshots, editing documents, and writing quick notes that turn into reminders, actionable phone numbers and email addresses, and more. If you don't have a pen, you can use your mouse or finger to get started.

Pen options

To help you be even more productive, you can customize your pen and create shortcuts with clicks of your pen that might help you to work more effectively. You can also use a third-party pen, even one that's optimized to use with Windows Ink.

Customize how your pen works

Customize what your pen does and how it works with your device. Choose which hand you write with or what your device does when you click or hold down the pen's shortcut button.

To change settings, select **Start**, and then select **Settings** > **Devices** > **Pen & Windows Ink**.

You'll want to select which hand you write with, especially if you're a lefty, because the default setting is for right-handed writers. You can even set the device to display a small cursor as your pen tip nears the screen. Or you can display a handwriting panel for ink input instead of using a soft keyboard for data input.

Set up pen shortcuts

You can set up pen shortcuts by clicking the eraser button on top of the pen. For example, you could set it up so that one click will bring up the Windows Ink Workspace. A double-click could bring up the sketchpad screen, and holding down the eraser could bring up Sticky Notes.

Bamboo pens from Wacom

Bamboo pens from Wacom are optimized for Windows Ink to give you the best writing and sketching experience on Windows 10 touchscreens. The pens feel great in your hand and work across your Windows 10 devices. For example, they:

- Work with the greatest range of Windows 10 tablets and touchscreen devices.
- Have customizable buttons that let you personalize which screens and apps launch in one click.
- Have exchangeable nibs that give you more options for how your pen feels and writes.

Windows Ink Workspace for desktop

Without a touchscreen or pen, you can still use Windows Ink Workspace to take screen captures, and then use your mouse to draw lines and highlights.

Devices that support Windows Ink

Devices that support Windows Ink include all Windows 10 devices and tablets that are pen-capable and have a compatible, paired pen.

Versions of Windows that support Windows Ink

Windows Ink is available only for Windows 10.

Accessories and apps that support Windows Ink

Pens and pen apps are available from the Microsoft Store. For more apps, open Windows Ink Workspace and in the lower-right corner, select **Get more pen apps**.

Find Windows Ink

Windows 10 is available in 190 countries/regions as a free upgrade or with new devices and tablets.

For more information

Microsoft IT

microsoft.com/itshowcase

microsoft.com/en-us/windows/windows-ink