
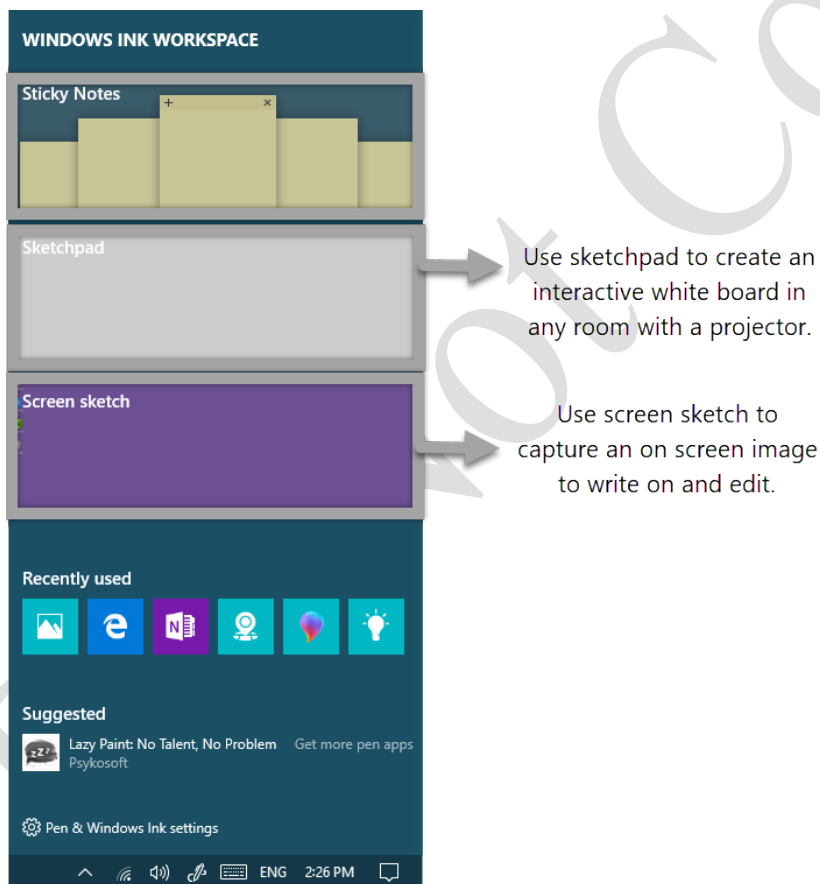


Microsoft Ink Quick Guide

Open Ink Workspace

1. Find the  icon located on the right side of your taskbar and tap it with a paired stylus.
2. Select a workspace type.



3. Use stylus or touch input to write on the device screen.



Microsoft Ink

Saving A File

1. Click on the disc icon on the top right of the Ink screen



2. Select the correct class report card file and save screen activities for later review.

Ink FAQ's

Q: Is Ink workspace available on all Windows 10 devices?

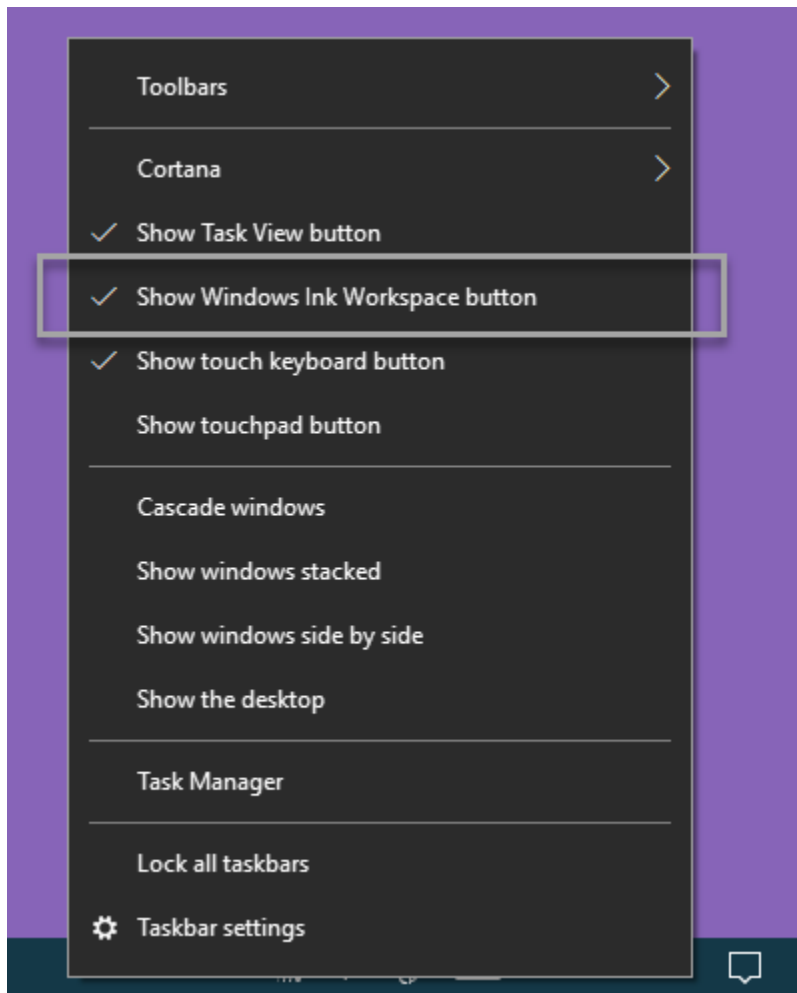
Yes, it is available. However, Surface stylus and other devices may not be supported by the device. Visit [Microsoft Support](#) for additional details.

Q: I have Windows 10 on a touch enabled device, why don't I see the Ink icon in my task bar?

Right click on an empty portion of the task bar.



Make sure the “Show Windows Ink Workspace button” option is checked. If not, select it to add it to the task bar.



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