How to Show/Hide Digital Ink in Microsoft Office Applications

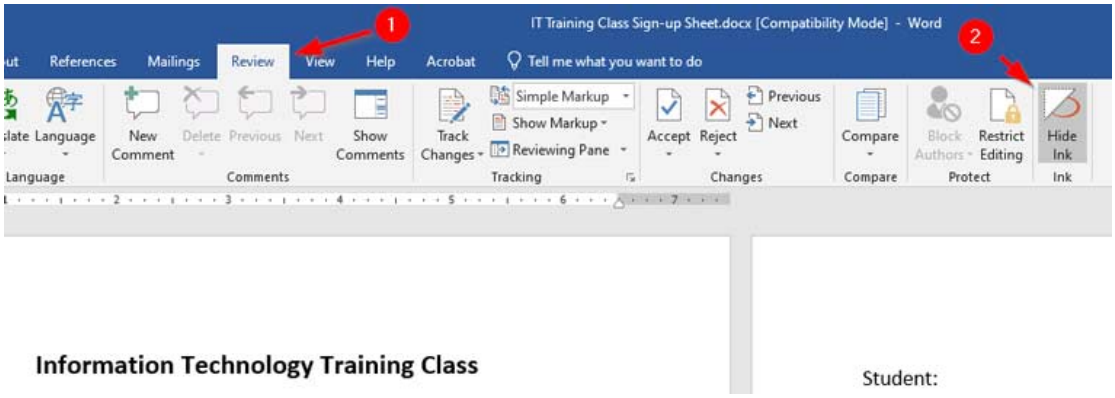
David Raco - 2025-04-23 - Comments (0) - Office 365

This article will show you how to view and hide digital ink markup in Word documents, Excel documents, and PowerPoint documents created in Microsoft Office 365 or Microsoft Office 2019. If you require assistance with this feature, please contact the IT Helpdesk at 541-552-6900.

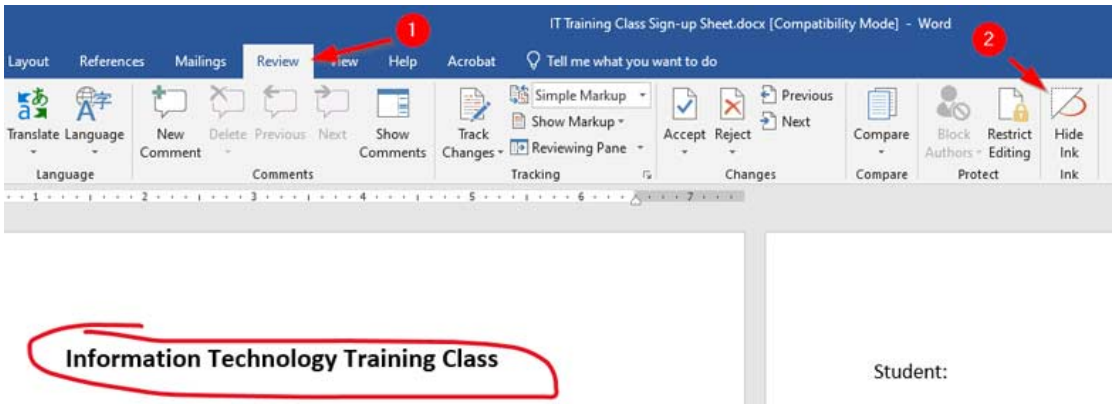
You will find the **Hide Ink** button under the **Review tab** in Word, Excel, and PowerPoint. Clicking it will toggle ink on or off.

When the **Hide Ink** icon is "highlighted" in grey, ink markup *is hidden*. When it is not highlighted, ink markup *is shown*.

Here is a screenshot of a Word document with ink markup hidden:

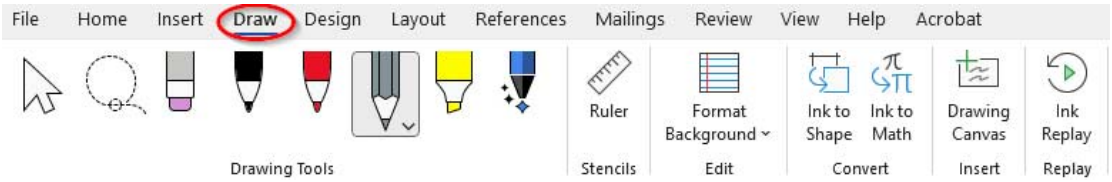


Here is a screenshot of a Word document with ink markup shown:



Note

To use the ink feature you need merely go to the **Draw** tab, select your options, and write.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Insert
Ink Replay
Replay