



Knowledgebase > Application and Online Services Help > Office 365 > How to Show/Hide Digital Ink in Microsoft Office Applications


How to Show/Hide Digital Ink in Microsoft Office Applications

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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 being hidden. When it is not highlighted, ink markup is being shown.

 A screenshot of a Word document with ink markup shown