

How to Show/Hide Digital Ink in Microsoft Office Applications

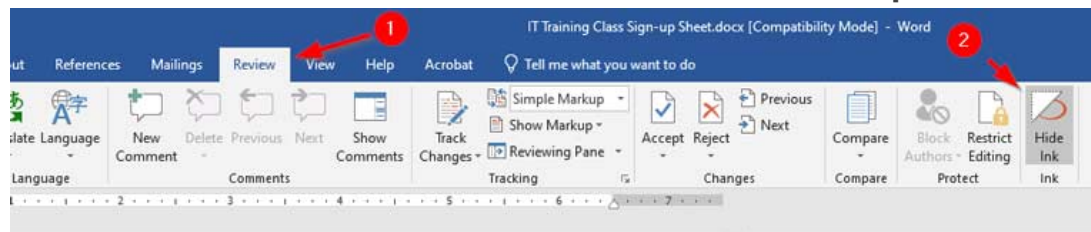
David Raco - 2025-04-23 - Comments (0) - Office 365

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*.

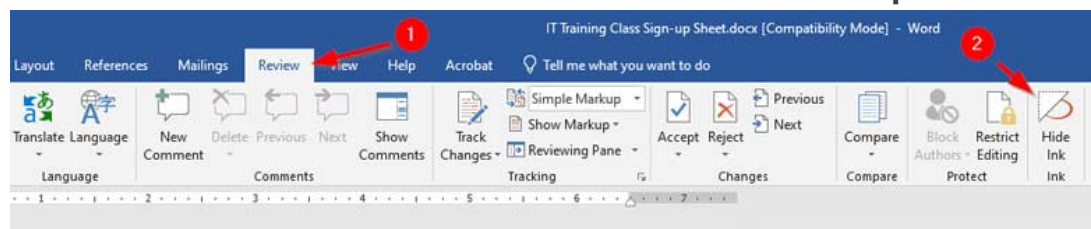
Here is a screenshot of a Word document with ink markup hidden:



Information Technology Training Class

Student:

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



Information Technology Training Class

Student:

Note

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

