

Five ways to unleash the power of pen



More potential for productivity

The promise of technology is that it should help us. It should save time and enable us to be more productive. You're busy, and Microsoft Surface is up to the challenge.

Surface is designed to help you do more by enabling new ways to accomplish all the things you do. With touch screens and digital inking technology, giving you the power of the pen is one of those ways. Plus, the pen can do things you never knew to save you time and effort.

Throughout this guide, we will showcase five productivity-boosting ways you can use your Surface Slim Pen 2, with compatible Surface devices, to add value to your day and unleash your potential.



01 Be the boss of your next presentation

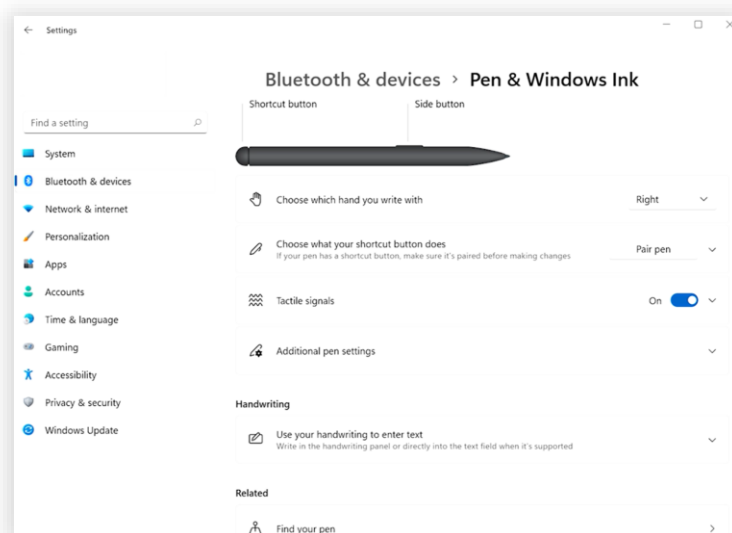
You're all set for the big presentation, but where's the clicker? Did you leave it back at the office? Found it! But the batteries are dead. Meanwhile, the meeting is about to begin.

Take control of PowerPoint

Your Surface Slim Pen 2 becomes a clicker to navigate your presentation using the top button.

Here's how

- Pair your pen with your Surface device via Bluetooth in your device's Pen & Windows Ink settings.
- In presentation mode, click once to advance slides.
- Press and hold the top button to go back.
- Roam around the room with a range of up to 30 feet.



Add a dynamic element

Highlight and call out key ideas using your Surface Slim Pen 2 with the Pen and Laser Pointer tools in PowerPoint.

Here's how

- On the presenter view screen, in PowerPoint presentation mode, tap the Pen and Laser Pointer tools icon.
- Highlight areas of your slides using your pen on your Surface.
- Circle items for emphasis, draw arrows, and write.
- Control the laser pointer with your pen on the Surface screen.

02 Take shortcuts to success

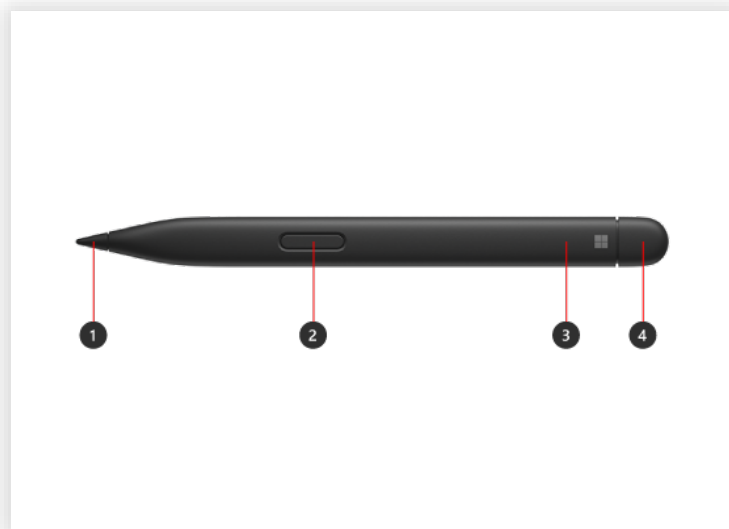
How much time do you waste scrolling through apps looking for the ones you use most? Save time and maintain your momentum using your pen as a shortcut to the apps you use every day.

Quick clicks to your most useful apps

The top of your Surface Slim Pen 2 is more than an eraser. It's a multi-function button that launches apps.

Here's how

- Click once to open Microsoft Whiteboard.
- Double-click to launch Snipping Tool and take a snip of the entire screen to annotate or edit.
- Click and hold to launch another Windows Ink workspace or an app.

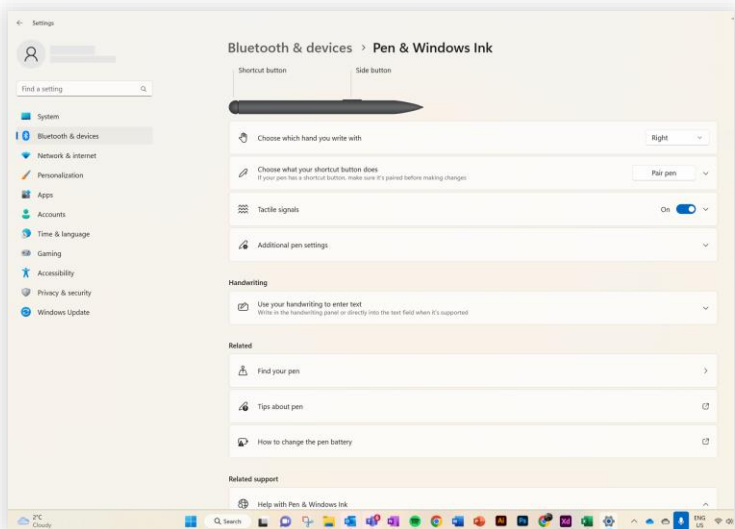


Make clicks meet your needs

Customize button click shortcuts to quickly launch the apps you use the most.

Here's how

- Change the shortcut options in your device's Settings > Bluetooth & devices > Pen & Windows Ink.
- Configure single and double clicks, and press-and-hold to open your favorite apps.
- Choose from classic apps or Windows universal apps like OneNote, Microsoft Whiteboard, Sticky Notes, and Snipping Tool.



03 Collaborate and create more naturally

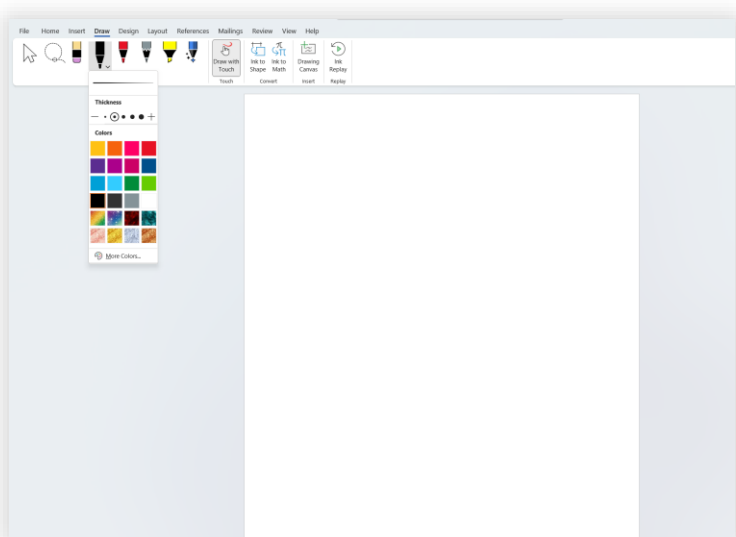
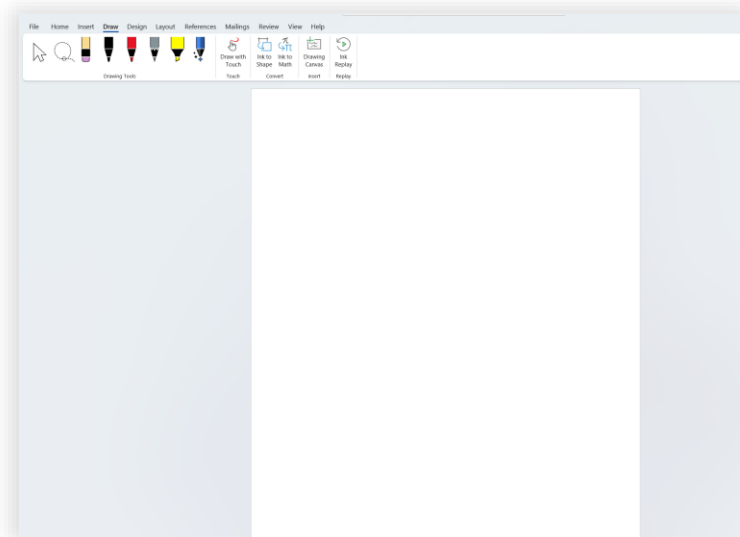
Do you have a Word document that needs fine tuning? Adding comments and text edits can create clutter. Describing changes to visual elements with words can be hard for others to interpret. However, it beats printing and marking up by hand.

Edit like a pro

Use your Surface Slim Pen 2 and Surface device to edit Word documents, as you would on paper.

Here's how

- Highlight words, phrases, and entire passages with a stroke of your pen and the Snap to Text feature.
- Use actions like strikethrough to delete copy and carets to insert inked words.
- In Word, tap Draw on the ribbon to activate drawing and highlighting options.



Your Word document is your canvas

Add your own creative touch to Word documents with flexible drawing and inking options.

Here's how

- Choose the type and thickness of pen, pencil, or highlighter tools.
- Select colours and unique ink types including rainbow and metallic effects.
- Draw perfect shapes with Ink to Shape.
- Replay inking sequences to see how your design comes together.

04 Catch every abstract thought

Typing on a laptop doesn't always afford you the freedom to capture the creativity of the moment, whether you're taking meeting notes, planning a project, or making a to-do list.

You could jot notes and list on a notepad but finding that piece of paper a month from now won't be easy.

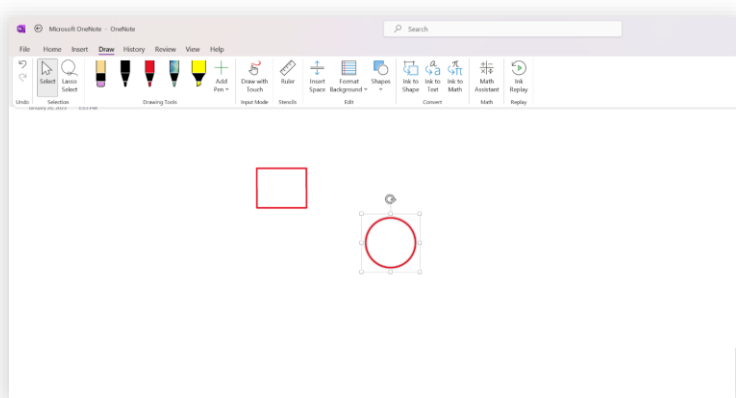
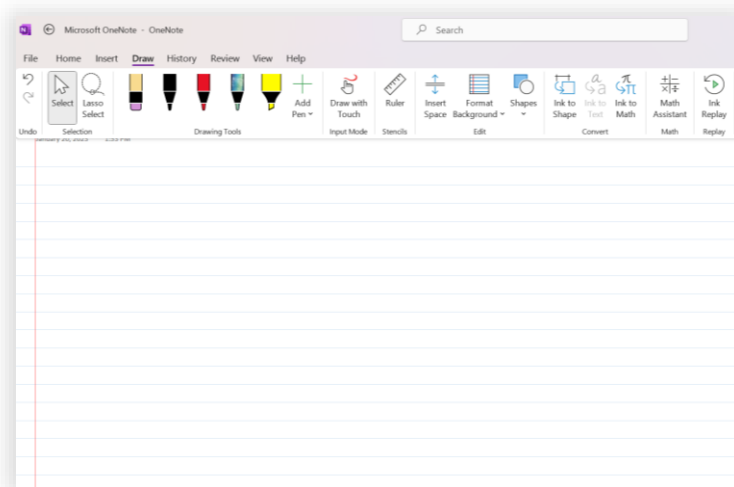
Take notes your way

Capture everything from meeting notes to ideation without missing anything.

Notetaking with a pen is a more natural experience for many. Your Surface Slim Pen 2, in OneNote, makes it easy.

Here's how

- Add ruled lines to a OneNote page to give structure to your writing.
- Activate the drawing tools to add shapes, arrows, and graphs.



Spend less time cleaning and organizing your notes

Make your notes ready to share in less time using your Surface Slim Pen 2 in OneNote.

Here's how

- Ink to Text turns handwritten words into type to tidy your notes before sharing.
- Hand-drawn shapes transform into perfectly symmetrical objects with Ink to Shape.
- Search OneNote to find words or phrases from typed, inked, and converted text.

05 A better way to ideate

Gathering in front of a whiteboard is the traditional way to brainstorm. However, the modern way is digital, with colleagues scattered between home, the office, and on the road.

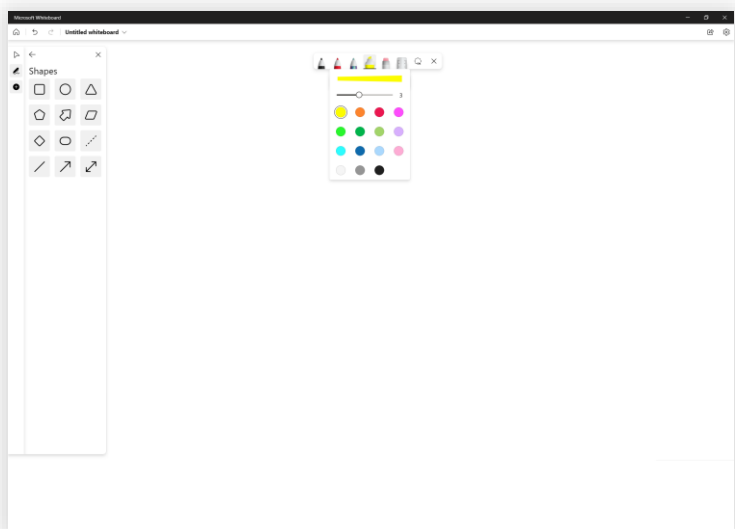
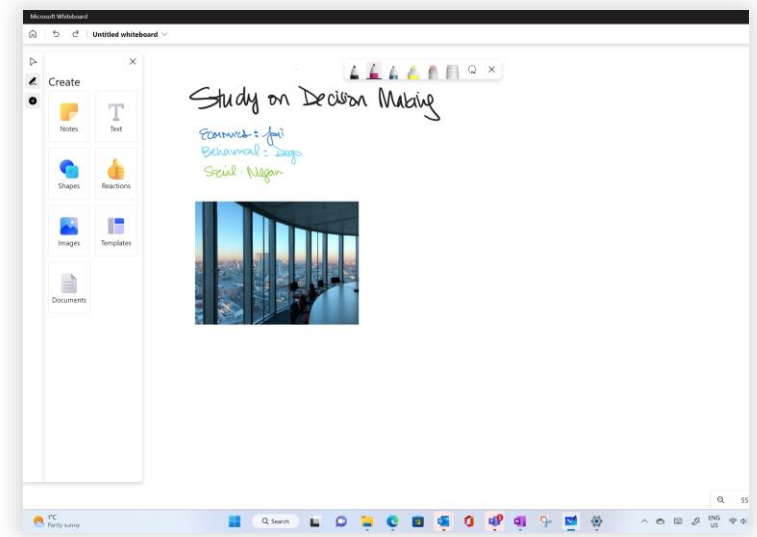
To keep the ideas flowing, it helps to have the tools that most easily mimic the whiteboard experience.

Drop the mouse and pick up your pen

Your Surface Slim Pen 2 and Microsoft Whiteboard let you—and everyone involved—brainstorm as you would on a traditional whiteboard.

Here's how

- Write, draw, and highlight.
- Move, rotate, and resize elements on the Whiteboard.
- Use the Pen's side button to select Whiteboard elements.
- Hold the button to drag and drop or perform other actions.



Save time on presentation

Microsoft Whiteboard automatically saves each change, so you can pick up where you left off or tidy up and share the content with others.

Here's how

- Select images and add additional notes or alt text for use with screen readers.
- Beautify shapes and straighten lines.
- Select inked words and convert to text for easier reading.
- Highlight the most important thoughts or indicate a winning idea.

Unleashing the power of pen

You've just learned five ways Surface Slim Pen 2 paired with Surface devices can save time and help you express your creativity.

Innovative features and flexible customization options let you make the most of your day and help you accomplish more.

Digital inking is only the tip of the iceberg. Surface continues to evolve, offering more power to be productive and new ways to work.

Register for a webinar to learn how one Microsoft power user works with digital inking and finds new experiences with Microsoft Surface.

[Register now >](#)



Sources

[Microsoft Surface Pen](#)

[5 Microsoft Surface Pen Tips for Productivity](#)

[Using the Pen and laser pointer in Power Point](#)

[Use Surface Slim Pen 2](#)

[Surface Slim Pen 2 How to get the most out of your new pen](#)

[Use your digital pen as a slide show clicker](#)

[How to create shapes in OneNote using Into to Shape](#)

[How to Ink in Microsoft Word](#)

[Draw and write with Ink in Office](#)

