

How To Guide: Microsoft Ink Workspace

To access the Microsoft Ink Workspace, please click on the icon along the black bar of your laptop. It should look like this:



You will get the menu appear on the right hand side of the screen like this:



There are three sections I would like to discuss - Sticky notes, sketchpad, and snip and sketch.

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Sticky Notes

I'm sure you've used this before on windows 7. A nice and easy quick way of storing notes in post-it note style.

Sketchpad

This is a brilliant new feature for windows 10 which allows you to quickly turn your desktop into a whiteboard. It has simple pen controls for colour, thickness and style, shapes etc. You can press the X button to close it and it'll open up where you left off. You are able to save your work, but only as an image file. Remember, sketchpad is designed to be used like a white board. If you are doing slides and sections, then a smart notebook style program is more suitable. Don't underestimate the power of the sketchpad, it's speed to launch and work with makes it a great choice for quick scribbles when teaching.

Snip and Sketch

Another great feature takes the same functionality as sketchpad, but allows you to screen grab anything (apps, websites, ebooks, photos etc) and then you can annotate over the top. Great for work when highlighting passages of text, or highlighting information, or even handwriting exercises.

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