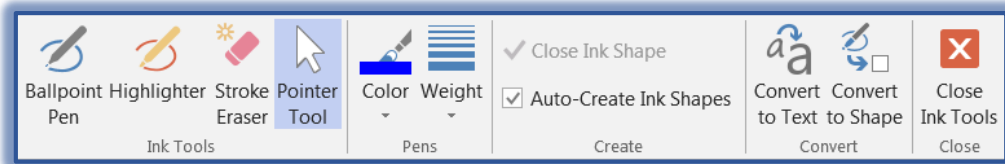


Visio-Ink Tools Pens Tab

This tab is used to insert markups or annotations to a Visio diagram. To display this tab, click the **Review Tab** and then click the **Ink** button in the **Comments Group**. The table below provides a description of each of the buttons on this tab.



Groups/Buttons	Description
Ink Tools Group	
Ballpoint Pen	This tool is used to draw markups or annotations within a diagram.
Highlighter	To highlight areas of the diagram, select this feature.
Stroke Eraser	Click this button to remove/erase all annotations and markups that were added to the document.
Pointer Tool	Use this button to select the items in the diagram.
Pens Group	
Color	This button is used to change the color of the line that is drawn with the pen or the highlighter.
Weight	To change the width of the line, select this option.
Create Group	
Close Ink Shape	This button is used to collect all ink shapes into a single shape when Auto-Create Ink Shapes is turned off.
Auto-Create Ink Shapes	To collect ink strokes into single shapes automatically, select this option.
Convert Group	
Convert to Text	Use this button to convert handwriting created with the pen tool into text.
Convert to Shape	To convert Visio text to a shape, select this option.
Close Group	
Close Ink Tools	This button is used to close the Ink Tools Ribbon.