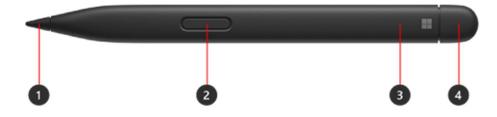How to use your Surface Pen
You have the Surface Slim Pen 2
Get to know Surface Slim Pen 2

1. Pen tip
2. Right-click and select button
3. LED light
4. Eraser and top button

Here's how to adjust your tactile signals for your pen on Windows:
1. Select **Start** > **Settings** > **Bluetooth & devices** > **Pen & Windows Ink** > **Tactile signals**, then make sure this setting is turned on.
2. In **Tactile signals**, you can adjust when you'll feel these signals and adjust the intensity of these signals.

Write and draw

Use your Surface Pen in any app that supports inking

Try these apps with your pen
Ready to write your ideas, take notes, and be more productive with ink? Get started with these apps.
Microsoft Whiteboard
Microsoft Whiteboard is a freeform digital canvas where you can put your ideas, content, and notes in one place.
Get Microsoft Whiteboard
OneNote
OneNote is your digital notebook for capturing and organizing everything across your devices. Write down your to-do lists, keep track of your notes, and draw your ideas.
Get OneNote

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Office
Office lets you create your best work in Excel, Word, PowerPoint, Outlook, and more. Use your pen to annotate documents, navigate through presentations, and draw diagrams.
Get Office
Microsoft To Do
To Do helps you manage, prioritize, and complete the most important things you need to achieve every day, powered by Microsoft 365 Integration.
Get Microsoft To Do

Start inking with your pen
Rest your hand on the screen, like you would on a piece of paper, then start writing. Your Surface is designed to ignore your hand and other inputs while you write. Use the pointer that appears under your pen tip to guide you while you ink.
To erase, turn your pen over and rub the end of your pen over your writing or drawing.
Enter text with your pen
If you want to write instead of typing on a keyboard, you can use the touch keyboard that appears on the screen. To learn how to use it, go to Get to know the touch keyboard.

To open the touch keyboard
In most cases, you can tap where you want to enter text and the touch keyboard will open automatically. If it doesn't, you can turn it on yourself. Here's how:
1. Select **Start** > **Settings** >**Personalization** > **Taskbar** > **Taskbar corner icons**, then make sure **Touch keyboard** is turned on.
2. Tap the icon when you want to enter text with the touch keyboard.

Touch keyboard layouts
There are four different layouts you can use when inputting text with the touch keyboard. Select the keyboard settings icon in the upper-left corner of the touch keyboard to view and switch between options.

Select the icons just below the layout options to dock and undock your keyboard. This allows you to keep it in a stationary position or move it to a different place on your screen to best fit your workstyle.

Keyboard	Description
Default keyboard	This layout is optimized for touchscreen typing. It has larger keys and some keys have been removed to make it easier to type.

Keyboard	Description
Split keyboard	This layout splits the keyboard so that one half of it is near the left edge of the screen and the other is on the right. This makes it easier to type when holding a touchscreen PC with two hands. (Not available in all languages)
Small keyboard	This layout is compact keyboard that can be moved anywhere on your screen. (Not available in all languages)
Traditional keyboard	This layout most replicates a standard external keyboard. It has all the functions and includes an expanded selection of keys.
Handwriting panel	Use this to enter text with a pen or your finger.
12-key layout (Japanese only)	A keyboard layout for Japanese characters that places keys in a 3x4 grid.
50-on layout (Japanese only)	A keyboard layout for Japanese characters that places keys in a grid with 5 rows. Makes it easier for Japanese speakers to find a specific Hiragana character.

Navigate and click using your pen

Your pen can be used throughout Windows, similar to how you would use a mouse or keyboard. Here are some actions you can start with.

If you want to	Do this with your pen
Click or select	Tap on an item.
Right-click	Press and hold the side button, then tap on the item.
Drag and drop	Place your pen on an item, and hold it there until the circle around the pointer completes. Then move the item to where you want it to go.
Select multiple items	Press and hold the side button, then drag your pen over the items you want to select.

Note: Some actions vary based on the app or feature of Windows you're using.

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Use the top button of your pen

Use top button shortcuts
Once your pen is paired, you'll be able to use the top button. The top button does different things depending on how you interact with the button. To change these shortcuts, select **Start** > **Settings** > **Bluetooth & devices** > **Pen & Windows Ink**.

If you want to	Do this with your pen
Open Microsoft Whiteboard	Click the top button once.
Open Snip & Sketch	Double-click the top button.
Open Sticky Notes	Press and hold the top button.

Customize your pen

Change pen pressure
Use the Surface app to check your pen pressure settings. To open it, select **Start** , enter **surface**, and select it to open the app. If the app doesn't open, get it from the Microsoft Store.
Open the Surface app
Once open, select the **Pen** tab to adjust the pen pressure.
Check battery level
You can also check your battery level on the **Pen** tab in the Surface app.
Change pen settings
If you want to change the top button shortcuts, change the hand you write with, or change other pen settings, go to Change pen settings for more info.
- Select **Start** > **Settings** > **Bluetooth & devices** > **Pen & Windows Ink**.

Related topics
- Surface Pen help
- Troubleshoot Microsoft Surface Pen