

Instructions for Using Microsoft Equation Editor

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- 1) Within your Word document, place your cursor at the position where you wish to place an equation.
- 2) Go to Insert/Object/Microsoft Equation 3.0. Click “ok.”
 - a. (If there is no “Microsoft Equation 3.0”, then you may go to Computer Services, check out their copy of Microsoft Office, and install either the entire package or just Equation Editor on your computer.)
- 3) A box will appear within your document, and a toolbar will appear off to the side.
 - a. (There is the chance that a window will appear asking if you
- 4) You may type letters and numbers directly into the box, or you may insert symbols from the toolbar.
- 5) When you are finished, click off the equation (click somewhere else on the paper). The equation window will disappear, and your equation will be within the text of your document.

Examples...

$$m = \frac{\Delta T_f}{K_f}$$

m, = were typed with the keyboard keys
 Δ symbol inserted with the toolbar
 $\frac{\Delta T_f}{K_f}$ the division was inserted with the toolbar; the Δ symbol was inserted with the toolbar; the T and the K were typed, and the subscripts were inserted using the toolbar.