

# Equation Editor Tutorial

**Overview:** This document teaches how to create and insert equations into a word document. Just follow the steps.

To insert an equation:

1. Insert->Object
2. Select Microsoft Equation 3.0 from the list and hit OK
3. You will get a floating box with an equation editor toolbar that only appears while you are editing the equation, as shown in Figure 1.

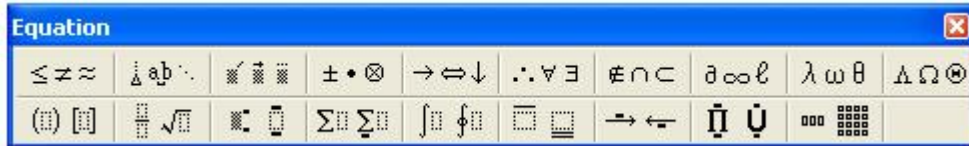


Figure 1: Equation Editor Toolbar

4. You can then use the keyboard to enter in variables and numbers and the toolbar to enter in special characters and formatting as shown in Equation 1.

$$A = \sum_{i=1}^n x_i * \beta \tag{1}$$

5. Use the right and left arrows to select pieces of the equation to format, as shown in Figure 2.

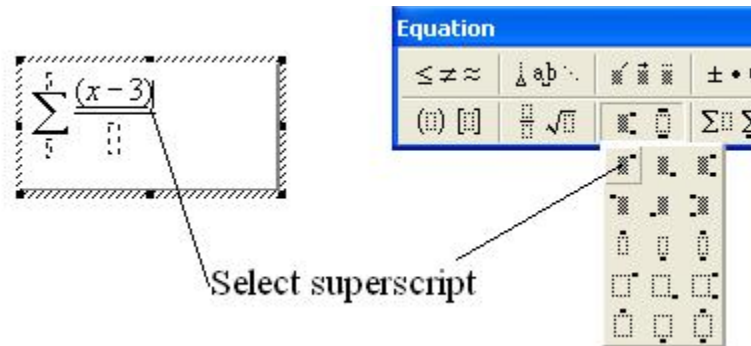


Figure 2: Equation Editor Sample of Formatting

6. As you enter in formatting, you can use the mouse to click on different dotted placeholders to fill in information, as shown in Figure 3.

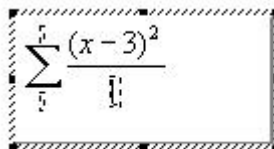


Figure 3: Equation Editor Sample of Placeholders

7. Good luck! You'll get the hang of it as you experiment with different equations!