

EQUATION EDITOR QUICK TIPS

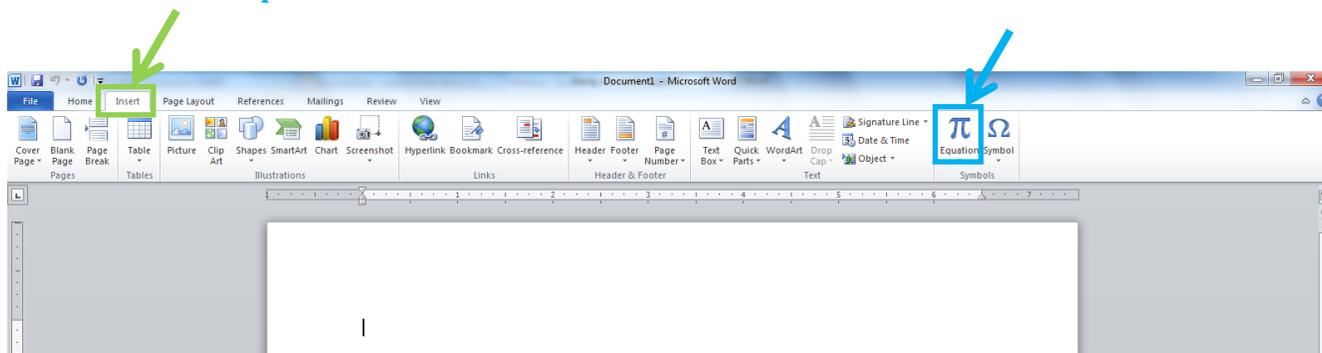
WHAT TYPE OF EQUATION EDITOR ARE YOU USING?

1. [Microsoft Word Equation Tool Bar](#) (Office 2007 or later)
2. [Microsoft Equations](#) (Office 2003 or earlier)
3. [Code Cogs](#) (Online Equation Editor)

MICROSOFT EQUATION TOOL BAR

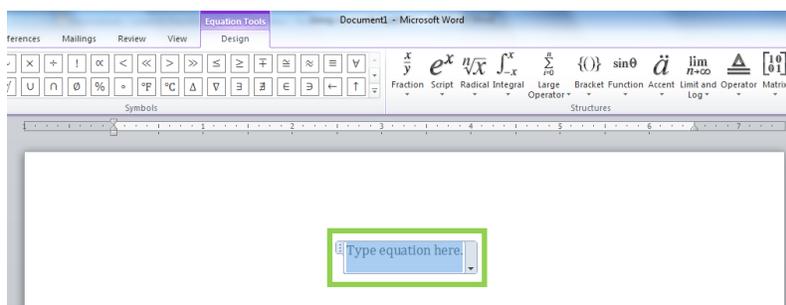
INSERTING AN EQUATION INTO YOUR DOCUMENT

1. Select the “**Insert**” tab
2. Select the “**Equation**” button



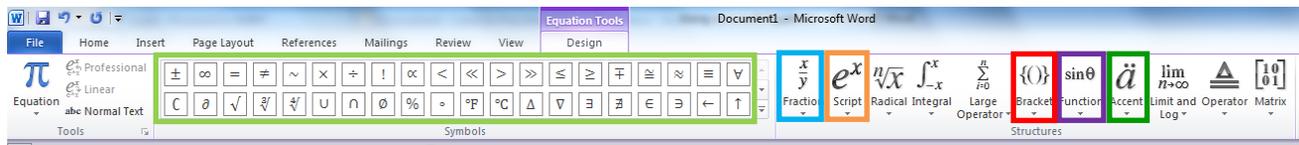
TYPING AN EQUATION

1. Click inside the “Type Equation Here” box and Word will auto-format it for you:



NAVIGATING THE EQUATION TOOLBAR

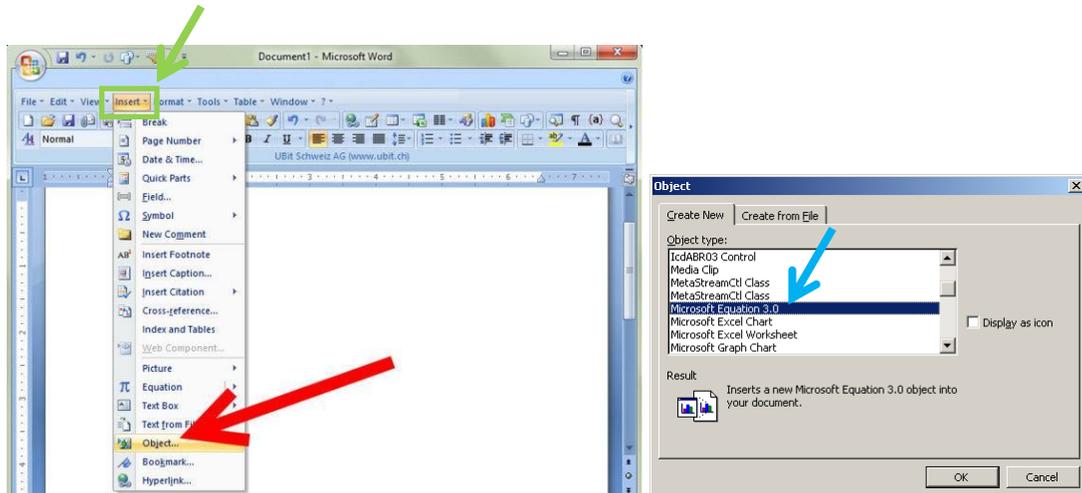
1. Here are some helpful features of the equation tool bar:
 - a. **Insert useful symbols** such as \pm , Δ , θ , and more.
 - b. Format equations or units as **fractions**
 - c. Format variables so that they have **subscripts or exponents**
 - d. Add **parenthesis** to clarify your work
 - e. Include **trigonometric functions** in equations
 - f. Add a **box around your final answer**



MICROSOFT EQUATIONS 3.0

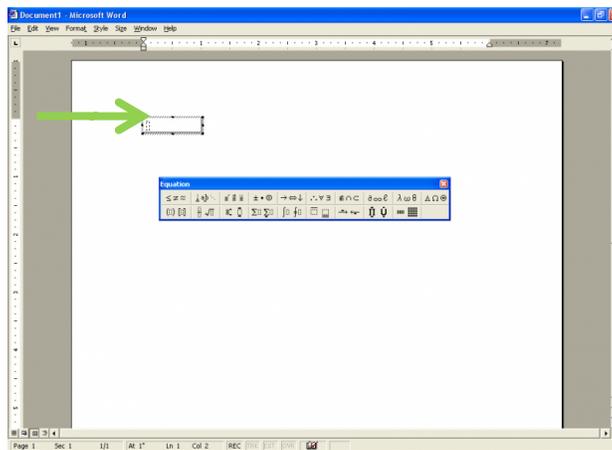
INSERTING AN EQUATION INTO YOUR DOCUMENT

1. Go to the "Insert" menu and select "Object"
2. Select the "Microsoft Equation" option and click "OK"



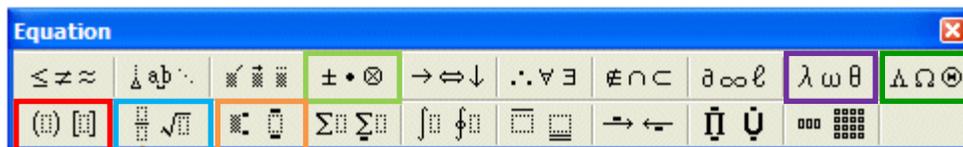
TYPING AN EQUATION

1. Type into the box that appears and Word will auto-format it for you:



NAVIGATING THE EQUATION TOOLBAR

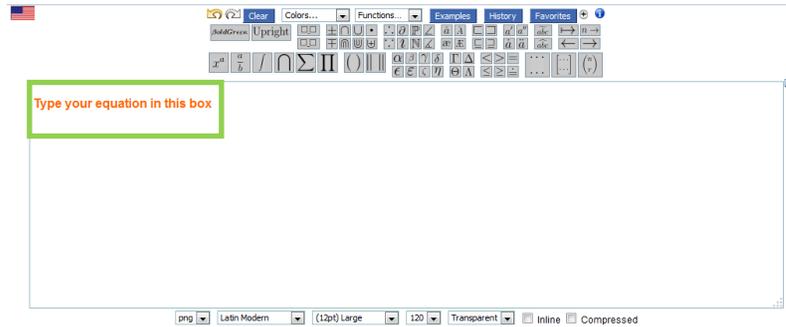
1. Here are some helpful features of the equation toolbar:
 - a. Insert math symbols such as \pm and more.
 - b. Format equations or units as fractions
 - c. Format variables so that they have subscripts or exponents
 - d. Add parenthesis to clarify your work
 - e. Insert lower case Greek symbols such as θ and more.
 - f. Insert lower case Greek symbols such as Δ and more.



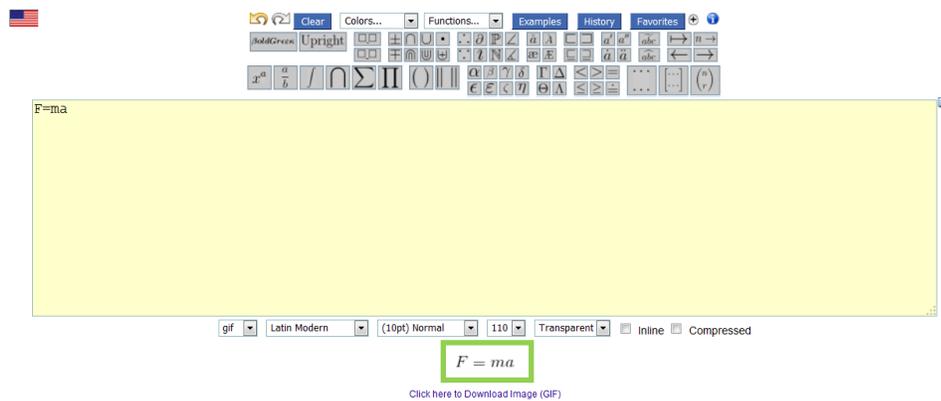
CODE COGS ONLINE EQUATION EDITOR

TYPING AN EQUATION

1. Go to the Code Cog website: <http://www.codecogs.com/latex/eqneditor.php>
2. Click inside the “Type your equation in this box” and type your equation:

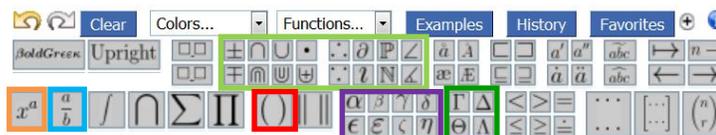


3. If you don't need special characters, the equation editor will automatically format it for you and show you a preview below the editor:

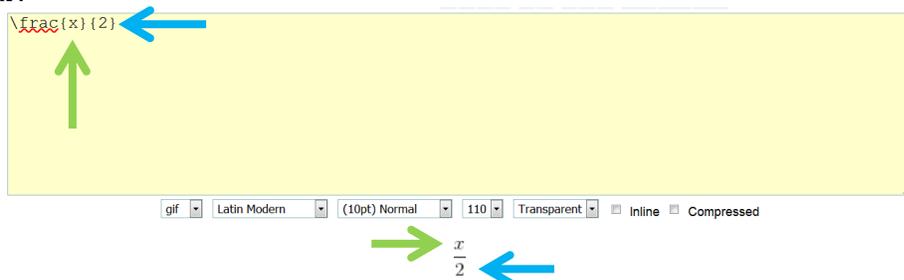


NAVIGATING THE EQUATION TOOLBAR

1. Here are some helpful features of the equation tool bar:
 - a. **Insert math symbols** such as \pm and more.
 - b. Format equations or units as **fractions**
 - c. Format variables so that they have **subscripts or exponents**
 - d. Add **parenthesis** to clarify your work
 - e. **Insert lower case Greek symbols** such as θ and more.
 - f. **Insert lower case Greek symbols** such as Δ and more.



2. When you insert one of the formatting options, type what you want to be formatted in the brackets $\{ \}$ that appear:



INSERTING AN EQUATION INTO YOUR DOCUMENT

1. Select the **image format** from the drop-down menu
 - a. This is what you'll insert into a Word document, so the **.png file type** will likely work the best for you.
2. Select the **equation font** from the drop-down menu
3. Select the **font size and spacing** from the drop-down menus
4. Select the **background color** for your image from the drop-down menu
5. Select the **font color** for your equation from the drop-down menu
6. Download the image by **clicking on the download link** provided under the equation preview
7. Insert the image into your lab Word document

