

Creating Custom Mathematical Expressions

While creating your Word document, you may need to use mathematical expressions. Those are the times when you will need to integrate equations, formulas, summations, complex fractions, or nonstandard symbols into your document. With Word 2007's *Equation Editor*, you may create almost any type of mathematical notation. This document explains how the *Equation Editor* can be used to create mathematical expressions. For basic information about the *Equation Editor*, refer to The Equation Editor Environment.

Creating Custom Expressions

If there is no built-in equation for your project, Word 2007's *Equation Editor* allows you to create your own expression. You can also add unique mathematical characters to equations and edit them to your liking.

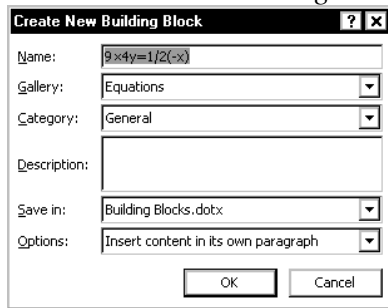
1. Access the Equation Editor
2. In the *Equation* text box, type the custom mathematical expression
HINT: To add more to your custom mathematical expression, refer to Inserting Built-in Equations, Inserting Built-in Structures, Inserting Symbols, or Formatting Mathematical Expressions.
3. When finished, click outside the *Equation Editor*
The mathematical expression inserts into the text.

Saving Custom Expressions

You can save your custom mathematical expressions with Word's other built-in equations. This resource is useful when an expression is complex or is commonly used.

1. Create the custom equation
2. In the *Equation Editor*, click the **FORMATTING PULL-DOWN LIST** ▼» select *Save as New Equation...*

The *Create New Building Block* dialog box appears.



3. In the *Name* text field, type a name for your custom expression
4. From the *Gallery* drop-down list, select ***Equations***
5. OPTIONAL: In the *Description* text box, describe the expression
6. Click **OK**
the custom mathematical expression is saved in with Word's built-in equations.

Accessing and Inserting Custom Equations

Once a custom mathematical expression is saved, you can access it from Word's built-in equations.

1. Place the insertion point where you want the saved custom equation to appear
2. From the *Insert* tab, in the *Symbols* group, click the ▼ on the EQUATION button
A scroll box of equations appears.
3. Select your custom mathematical expression
the expression is inserted into the text where the insertion point is located.
NOTE: If the expression was given a name, the name will appear in the top left corner of its display box.
4. OPTIONAL: Format the expression

Deleting Custom Equations

When you no longer have use for a custom mathematical expression, you can delete it.

1. From the *Insert* tab, in the *Symbols* group, click the ▼ on the EQUATION button
A scroll box of equations appears.
2. From the list, right click the one you want to delete » select ***Organize and Delete...***
The *Building Blocks Organizer* dialog box appears.
The custom expression you want to delete is highlighted.
3. Click **DELETE**
a confirmation dialog box appears.
4. Click **YES**
the expression is deleted.
5. To close the *Building Blocks Organizer* dialog box, click **CLOSE**