

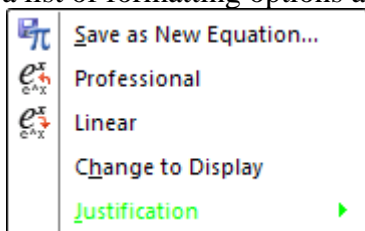
# Equation Editor Options

While using the Word 2007 Equation Editor, you may want to change your expression's appearance, justification, or other formatting options. This document illustrates how to format your mathematical expression.




## Formatting Mathematical Expressions

Once you have created your mathematical expression, you may want to change how it looks.

1. In the *Equation Editor*, click the **Formatting pull-down list** ▼ a list of formatting options appears.



The following table describes each option's function:

| Image                                                                               | Option                                    | Function                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Save as New Equation...</b>            | Saves the equation into Word's list of built-in equations<br>NOTE: Refer to Saving Custom Equations for more information.                                                                                                                          |
|  | <b>Professional</b>                       | Displays the equation in two or more lines<br><br>EXAMPLE: $7^2 + 42 - \frac{4y}{m}$                                                                                                                                                               |
|  | <b>Linear</b>                             | Displays the equation in a single line<br><br>EXAMPLE: $7^2 + 42 - 4y/m$                                                                                                                                                                           |
|                                                                                     | <b>Change to Display/Change to Inline</b> | Toggles the equation between <i>Display</i> (i.e., centered) and <i>Inline</i> (i.e., flush left)<br>NOTE: Depending on the functions and operators in the equation, the equation may shrink when switching from <i>Display</i> to <i>Inline</i> . |



## Justification

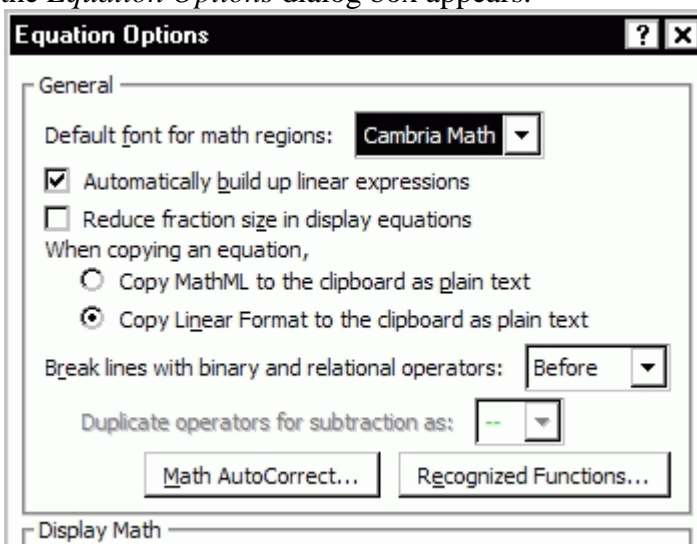
Aligns the equation *Left*, *Right*, *Centered*, or *Centered as a Group*

NOTE: To activate the *Justification* option, the *Change to Display/Change to Inline* option must be set to *Display*.

## Advanced Editing Options

The *Equation Options* dialog box offers more formatting options, such as changing math fonts and justification within the *Equation* text box.

1. From the *Insert* menu, in the *Symbols* group, click **EQUATION**   
OR  
Select your equation
2. From the *Design* command tab, in the *Tools* group, click **EQUATION OPTIONS**   
the *Equation Options* dialog box appears.



3. Make the desired changes
4. OPTIONAL: To change the default settings to the current selected settings
  - a. Click **DEFAULTS...**  
A confirmation dialog box appears.
  - b. Click **YES**Click **OK**