


The Equation Editor Environment

While creating your Word document, you may need to use mathematical expressions such as equations, formulas, summations, complex fractions, or nonstandard symbols. With a proper understanding of the *Equation Editor* and the *Design* command tab, you will be better equipped to create such expressions. This document explains the *Equation Editor* environment and how it can be used to create mathematical expressions. For more information, refer to *Creating Custom Mathematical Expressions*.

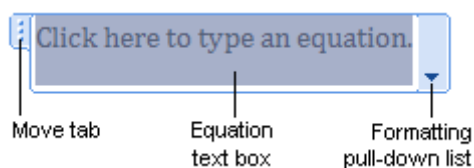
Accessing the Equation Editor

The *Equation Editor* is never more than a few clicks away.

1. Place the insertion point where the *Equation Editor* should appear
NOTE: To customize how you want the equation to appear on the page, refer to *Equation Editor Options*.
2. From the *Insert* tab, in the *Symbols* group, click **EQUATION** 
the *Equation Editor* appears in your document.

The Equation Editor

The Equation Editor has three main parts, shown and described below:



Move tab

When clicked and dragged, equations in the *Equation Editor* can be moved between the characters of a document.

Equation text box

Allows you to insert Word's built-in equations or structures, or your own custom equation. For more information, refer to *Creating Custom Mathematical Expressions* or *Inserting Built-in Equations and Structures*.

Formatting pull-down list

Allows you to format your mathematical expression. For more information, refer to *Formatting Equations*.

The Design Command Tab

When you access the *Equation Editor*, the *Design* command tab automatically appears on the ribbon. The *Design* command tab is a source of additional options for the *Equation Editor*. It has three groups: Tools, Symbols, and Structures.


The Tools Group

The *Tools* group allows you to format the *Equation Editor* and access built-in equations and saved equations. For more information, refer to *Inserting Built-in Equations*, *Saving Custom Equations*, or *Equation Editor Options*.

The Symbols Group

Word 2007 has many symbols to choose from when creating mathematical expressions.

Accessing Symbols in the Symbols Group

1. Access the Equation Editor
2. From the *Design* command tab, in the *Symbols* group, click **MORE** 
the *Symbols* scroll box appears.
3. Click the title bar of the *Symbols* scroll box
a list of symbol categories appears.

The Structures Group

The *Structures* group offers users many types of nonstandard mathematical designs. Some structures may be a single character (e.g., operators, accents) others will provide a framework of operators and placeholders that you can edit (e.g., integrals, large operators). For more information on *Structures*, refer to *Inserting Built-in Structures*