

Equation Editor, Symbols, Sub- and Superscript options

These options can be very helpful with foreign language accents or scientific and mathematical notation insertion. At the elementary level, this could be mathematical signs including multiplication, division, greater than or equal to, powers, etc.

To add any or all of these features to your tool bar in Microsoft Word, follow these steps:

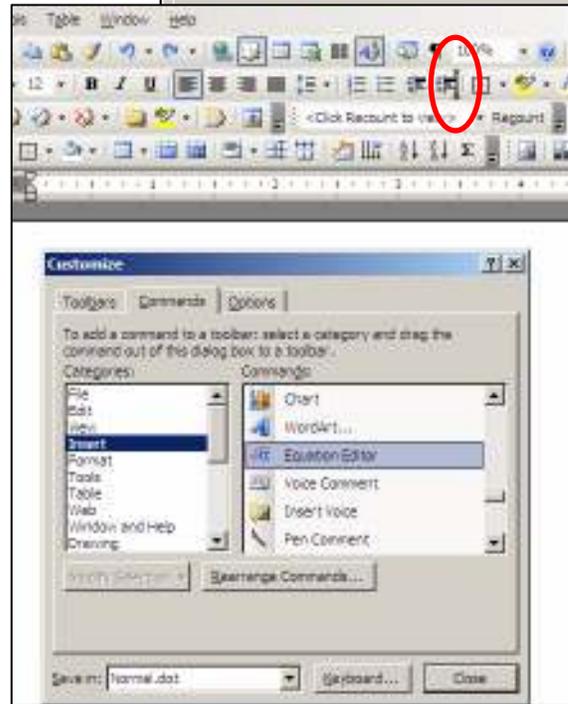
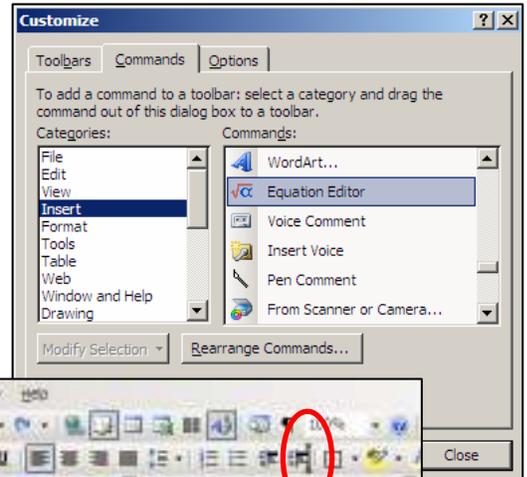
1. Open Microsoft Word.
2. Go to Tools, Customize.
3. Select the Command tab.

What would you like to insert? For the **Equation Editor** and **Symbol** (currency signs, a few fractions, basic math symbols) menus, follow these steps:

4. Select the Insert Category, then scroll down the Commands list to Equation Editor.

Do you want the **Subscript** and/or **Superscript** options? Follow these steps:

4. Select the Format Category, then scroll down the Commands list to Subscript and/or Superscript.
5. Left click on the option you want to insert (Equation Editor, Symbol, Scripts), hold your click and drag to one of the top menu bars. It doesn't matter where you put it. Think what might be the easiest location for you to use.



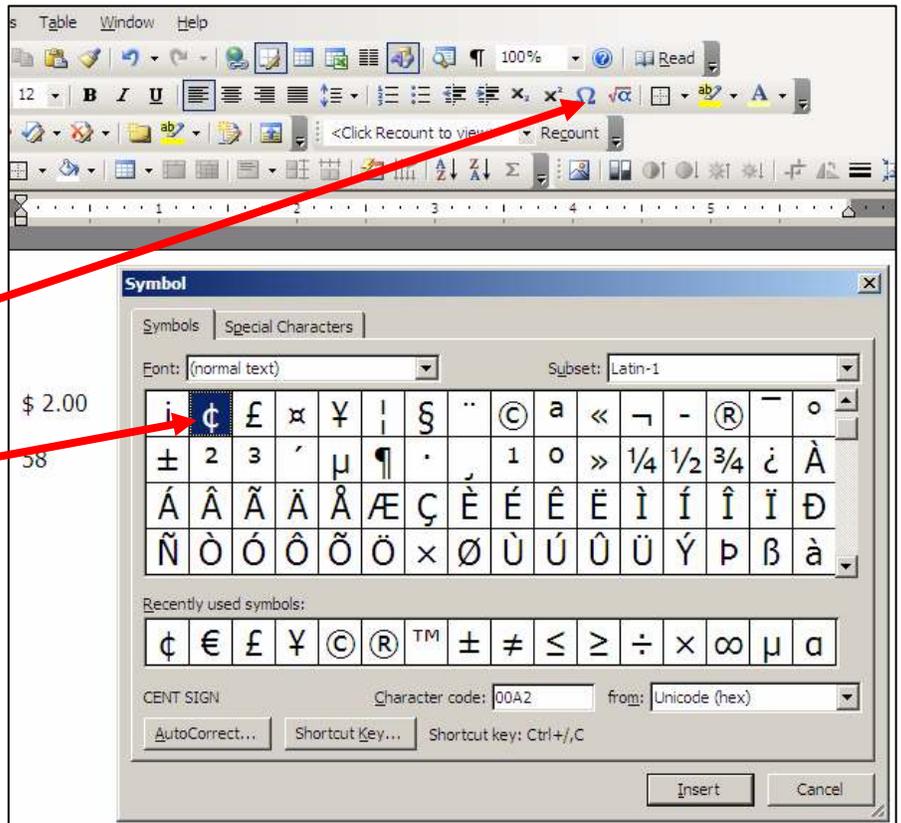
That's it! Do you want to add one of the other options? (Did you notice you can add the comment features to electronically edit/make comments on student papers?) If so, now is the time to add it from the Commands list.

Now, here's how to use the features

The features are used as you type in Word. When you get to a place where you want to insert a symbol,

1. select the symbol or equation editor menu from the top menu bar,
2. identify the specific symbol in the Symbol window that opens,
3. then click Insert.

The symbol will automatically get added into what you're typing in Word.



The subscript and superscript works a bit differently, but is just as easy. Essentially you turn it on to use it then turn it off when you want the font size back to normal. So

1. Start typing the formula
2. Click the script feature to activate it
3. Type the number/variable
4. Unselect the script feature by clicking it again.
5. Return to typing as normal.

