

EQUATION EDITOR

Insert an equation

1. Click where you want to insert the equation.
2. Click the Equation Editor icon: $\sqrt{\alpha}$
3. Build the equation by selecting symbols from the **Equation** toolbar and by typing variables and numbers. From the top row of the **Equation** toolbar, you can choose from more than 150 mathematical symbols. From the bottom row, you can choose from a variety of templates or frameworks that contain symbols such as fractions, integrals, and summations.

If you need help, click **Equation Editor Help Topics** on the **Help** menu.

4. To return to Word, click the Word document.

Note If Microsoft Equation Editor is not available, you may need to install it. How to [install Equation Editor](#).

Edit an equation

1. Double-click the equation you want to edit.
2. Use options on the **Equation** toolbar to edit the equation.

If you need help, click **Equation Editor Help Topics** on the **Help** menu.

3. To return to Word, click the Word document.

Add an Equation Editor button to the toolbar

1. [Show the toolbar](#) you want to add a button to. (Right click on top of the toolbar)
2. On the **Tools** menu, click **Customize**, and then click the **Commands** tab.
3. In the **Categories** box, click the **Insert** category and scroll down to **Equation Editor**.
4. Drag the command or macro you want from the **Commands** box to the displayed toolbar. As you drag the cursor on the existing toolbar, a black line indicates the insertion point of the **Equation Editor** icon. When you release the mouse button, the icon will be inserted into the toolbar where the black line is.

If [you can't find the Microsoft Word or Microsoft Office component you need](#), and the Microsoft Windows installer doesn't automatically install it, you can install the component yourself. If you originally installed Word or Office from a network file server or from a shared folder, run that copy of the Setup program.

Install Equation Editor

1. Close all programs.
2. Click the Windows **Start** button, point to **Settings**, and then click **Control Panel**.
3. Double-click the **Add/Remove Programs** icon
4. Do one of the following:

If you installed Word by using the Office Setup program, click **Microsoft Office** on the **Install/Uninstall** tab, and then click **Add/Remove**.

If you installed Word individually, click **Microsoft Word** on the **Install/Uninstall** tab, and then click **Add/Remove**.

5. Follow the instructions on the screen.

Learn about [the location of components in the installer](#).

Note If you installed Word from a CD-ROM, and you have mapped your CD-ROM drive to a new drive letter since you originally installed Word, run Setup again from the CD-ROM. If you are running any Word files from the CD-ROM, you must uninstall Word, and then install Word again from the CD-ROM.