Using Equation Editor with Microsoft Word

Equation Editor is a stand-alone application that is included with Microsoft Word. Equation Editor allows the user to create professional-looking mathematical equations and insert them into a document. Although the use of Equation Editor is relatively intuitive, there are some minor issues that need to be addressed.

How to access Equation Editor: If you are using your own computer it is easiest to place a button on one of the tool bars. Click the arrow to customize a toolbar and select “Commands.” Choose “Insert” from the category list and scroll down to “Equation Editor.” Drag the icon to the tool bar and you are set.

If you do not have the button in the toolbar, you can access Equation Editor by going to the “Insert” pull-down menu, choosing “Object…” and then choosing “Microsoft Equation” in the dialog box that appears:
Clicking on “OK” will open Equation Editor on your screen. Note that there are a number of styles from which to choose:

Basically, use “Math” when using numbers and “Text” when using text. This may require switching back and forth a bit. Be careful because Equation Editor has a tendency to switch back to “Math” spontaneously – this can lead to some issues with making spaces between numbers, etc.
You may make groupings by making a selection from the groupings button – an example of how to make a normal “parentheses” grouping is shown below. Click on the “fence templates” button and a sub-menu appears as shown. Clicking on the desired format will place that “fence” into the Equation Editor window; choosing the upper-left parentheses in the picture below will lead to the bottom picture.

Similarly, fractions can be made by selecting the “fractions and radicals template” and choosing the appropriate format. Many other symbols/functions can be accessed by utilizing the correct template. If the cursor is inside of a fence (as in the example above after the parentheses are chosen), the fraction will appear inside the fence, as shown in the next picture.
From here it is just a matter of adding the correct text and numbers and using the various templates to add in the symbols and groupings that you want. Once you have the equation put together, closing the window will quit the program and should install the equation into your document at the point that the cursor was located. Sometimes this does not work, for whatever reason. A fall-back (and safer) alternative is to copy your equation from the Equation Editor window and paste it into your document.

Note that Equation Editor will NOT do the calculations for you, its task is to make equations look as professional as possible.

You can find on-line information about Equation Editor at a number of sources, including: http://spot.pcc.edu/~ssimonds/thisandthat/msword.htm (a brief tutorial) and http://www.wellesley.edu/Computing/WinXP/Equation_Editor/equation_editor.html (for installing Equation Editor on Windows machines) and http://www.dessci.com/en/products/ee/eeform.asp (an FAQ from the developer).