

Microsoft Word Tutorial: Equation Editor and Graphics Objects
MATH 403 – Fall 2006
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This semester, I will require that all of your hand-in homework solutions be typeset and e-mailed in to me. It has been my experience in dealing with teachers that this is a skill that they did not learn while they were in college, possibly because no one ever taught it to them. You will leave this class with the ability to typeset your tests, including the graphics for diagrams.

You have a menu bar at the top of the page (usually) that has some basic editing icons, but your best friend in typesetting your homework will probably be the **Formatting Palette** (for versions of Word that have it.) To see the Formatting Palette, pull down the **View** menu and select **Formatting Palette**. You can position this on the screen however you like. The **Formatting Palette** has buttons that will allow you to add objects (graphics,) change the font of your text, change the alignment and spacing, add bullets or numbered sections, change the borders or shading of regions, and make global changes to the margins of the document. When dealing with graphics, it will allow you to size, angle, and layering of the graphics, adjust the brightness and contrast, even perform red-eye reduction if necessary.

If your version of word does not have the **Formatting Palette**, then you may locate the previously mentioned buttons on other toolbars that can be accessed under the **View** menu. For example, all of the previously mentioned formatting options are available on the **Formatting** toolbar. All of the previously mentioned graphics options are available on the **Drawing** menu.

The following tutorial will show you some of the basics of typesetting technical documents, but the real way to learn is to try it. Use this document as a reference when typesetting your homework, and feel free to contact me (within reason) if you think I can help.

Entering equations

To enter equations into your document, you will want to use Microsoft's **Equation Editor**. There are at least three different ways to access the **Equation Editor**.

1. Pull down the **Insert** menu, select **Object . . .**, and select object type "Microsoft Equation."
2. Pull down the **Tools** menu and select **Customize**► **Customize Toolbars/Menus . . .** Click on the **Commands** button at the top and, under "Categories:," click on "Insert." Scroll down to "Equation Editor" at right and drag the icon to the top menu bar. Clicking on this icon will open the **Equation Editor**.
3. In this same window, click the **Keyboard** button. Under "Categories:," click on "Insert," and under "Commands:," scroll down to and click on "InsertEquation." Under "Current keys:," it will show the current keyboard shortcut for that action. You may remove that if you like, or if there is none, you may put your cursor in the "Press new shortcut key:" box, and press your key combination. Example: Option+E. Hit the OK button to finish. Using this keyboard shortcut will open the **Equation Editor**.

When you open the **Equation Editor**, a window with toolbar will open up, as shown in Figure 1. You may experiment with the different types of symbols you can now generate. When you are ready to put the symbol in your text, just close the

window. The menu allows you to change the style and size of the symbols. For an example of the complicated things you may enter, see Figure 2.

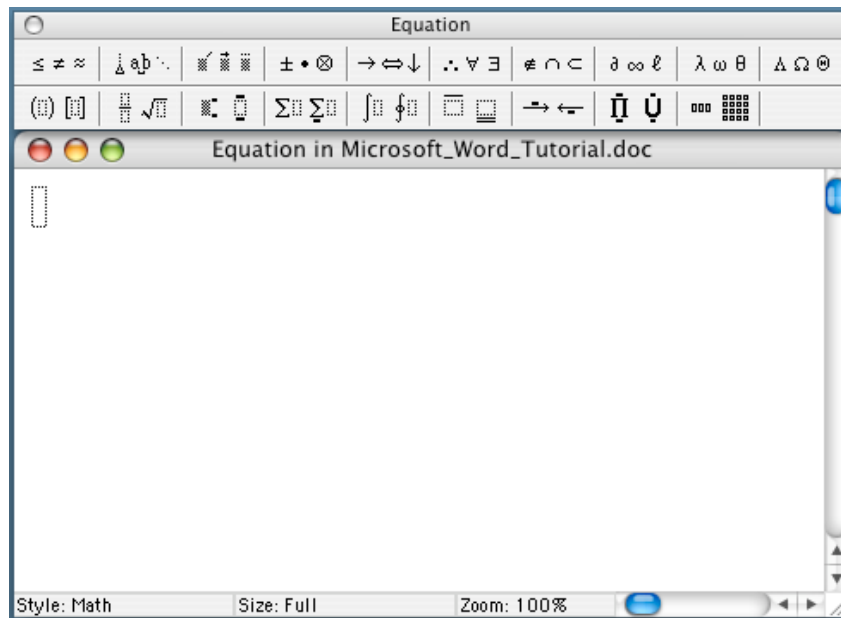


Figure 1: The **Equation Editor** window and toolbar.

$$x^2 - \frac{3}{7}x + \sum_{n=0}^{\infty} 2^{-n} = \int_0^5 \frac{x}{x+1} dx$$

Figure 2: A messy equation entered with the **Equation Editor**.

Entering Graphics

Word provides at least two methods for entering a picture that is stored on your computer into your document.

1. Pull down the Insert menu, and select **Picture► From File . . .**
2. On the **Formatting Palette** under **Add Objects** and then under “Graphics,” the second icon will be “Insert Picture.” This icon is also located on the **Drawing** toolbar.

Once the picture is in your document, you may resize, center, adjust the color, etc. The image shown in Figure 1 was added in this fashion.

To create graphics in your document, go to the **Formatting Palette** under **Add Objects**, and select either the “AutoShapes” icon or the “Lines” icon. Figure 3 shows an “AutoShapes” image on the left and a “Lines” image on the right. These icons are also present on the **Drawing** toolbar.

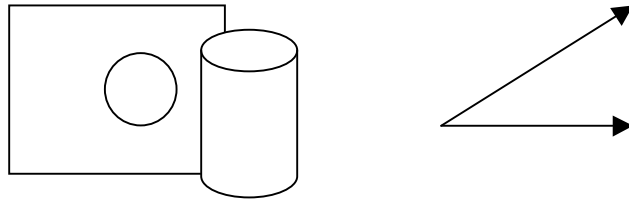


Figure 3: Generated graphics.