

About Microsoft Equation Editor

(Revised 12 April 2004)

Microsoft Equation Editor is a tool that is useful for incorporating mathematical and logical expressions into Microsoft Word documents. It ships with Microsoft Word, but by default (that is, if you select a “typical” installation when you install Word), Microsoft Equation Editor is not installed. If you select “Complete” when you install Word, you get it.

For most of your work for CMIS 160, the Insert/Symbol/Symbol feature of Microsoft Word will suffice. With Insert/Symbol/Symbol, you can insert any of the following symbols into ordinary text:

$\forall \exists \leq \geq \leftrightarrow \rightarrow \times \bullet \neq \emptyset \cap \cup \subset \subseteq \in \neg \wedge \vee \equiv \Sigma \Pi$

If you need to do something more complex, such as a formula that extends across multiple lines, Microsoft Equation Editor is fairly easy to use. The principal advantage is that it provides a way of getting symbols that are not available on the “Insert/Symbol” option of Word, and arranging them in patterns other than straight-line. It also has some symbols not available in Insert/Symbol/Symbol. In particular, in Equation Editor, you can get all of the following symbols:

$\leq \geq \neq \approx \cong \sqrt{\quad} \pm \mp \times \div \otimes \oplus \rightarrow \leftarrow \leftrightarrow \uparrow \downarrow \updownarrow \Rightarrow \Leftrightarrow \Uparrow \Downarrow \Updownarrow \rightarrow \exists \forall \neg \wedge \vee \in \notin \cup \cap \subset \subseteq \supset \supseteq \emptyset$

plus the sum and product signs ($\Sigma \Pi$) and lots of other stuff.

To see if Equation Editor is available, select Insert/Object. You will see a scroll box with various entries. If you see “Microsoft Equation 3.0” (or later), you have it. Otherwise you don’t.

If you don’t have Equation Editor installed and you have access to the CD-ROM from which Word (or Office) was installed, you can install Equation Editor using the following procedure:

- Select Start/Settings/Control Panel (or just Start/Control Panel in XP)
- Select Add/Remove Programs
- Navigate to Office or Word, and click on it.
- Select Add/Remove Features
- Follow the directions on the screen.

I like to add an icon for Equation Editor to the “Standard” toolbar (the one with the New, Open, Save, etc. icons.) Here’s how you do this in Windows 2000:

- At the right end of your “Standard Toolbar”, locate a very small black triangle pointing down.

- Click on this. You should see a menu listing a variety of symbols and their names. One should be the “square-root-of-alpha” symbol, with the name “Equation Editor”.
- Click on this symbol. The symbol should now become a part of your standard toolbar.

In Windows XP, the procedure is a bit different:

- At the right end of your “Standard Toolbar”, locate a very small black triangle pointing down.
- Click on this, then select “Add or Remove Buttons”, then select “Customize...”. A window with two scrollable columns will appear.
- In the left column, scroll to Insert. In the right column, scroll until the “square-root-of-alpha” symbol becomes visible.
- Drag the symbol to the toolbar.