Equation Builder Instructions

Accessing Equation Builder

To open the Equation Builder, click on the icon next to the Spelling icon on the Tool Bar. When you scroll over the icon, it should say “Equation.”

Which of the following steps is part of the exploring phase of the writing process?
Using Equation Builder

When you click on the Equation Builder icon, a smaller window will open.

The Equation Builder consists of many functions. Toward the top of the window, you will find the following menus: Spaces, Styles, Functions, Foreign, Symbols, Font, and Colors. You may use any of these menus to format the equation you build.

**Note:** You will use the Symbols menu most often.
Function Keys

Listed below the menus are various function keys. By simply scrolling over any of these function keys, you will expand the entire list of keys.

There are seven (7) blocks of function keys. Each of these function keys can be used repeatedly in the same equation.
Fractions, Exponents, Square Roots, and Sum Formulas

To create fractions, exponents, square roots, or sum formulas, use the first block of function keys.
Brackets

To create brackets, use the second block of function keys.

![Equation Builder Interface](image-url)
Greek Letters

To create Greek letters, use the third block of function keys.
Greater Than, Less Than, Equal To

To create greater than and equal to, less than and equal to, equal to, and not equal to, use the fourth block of function keys.

**Note:** To create greater than or less than symbols only (< >), please use the standard keys on your keyboard.
Special Functions

To create special functions, such as a bar or arrow function, use the fifth block of function keys.
Matrix

To create a matrix, use the sixth block of function keys.
Arrows

To create an arrow, use the seventh block of function keys.
Choosing a Function

Once you choose your function, your function will appear in the box below.

Move your cursor inside the brackets and enter in the necessary information. Once you have entered in the appropriate information, click on “Render Equation.” Your equation will appear below.
Editing an Equation

If you made a mistake, you can edit your equation without having to start over. Delete the mistaken information in the box and click again on "Render Equation." Once you have the correct equation built, click on "Insert to Document."

Your equation has been inserted into the document.
Positioning and Resizing an Equation

You can position your equation anywhere on your document by first clicking on the equation and dragging it to the desired location.

Sizing handlebars also appear, and you can use these to resize the equation.
Re-editing an Equation

If you find that you have made a mistake after inserting the equation, you can still edit the equation without having to redo the entire equation.

Click on the equation and the sizing handlebars will appear, which signifies that the equation has been selected. Then click on the Equation Builder icon.

The Equation Builder will open with the current equation in box ready for you to edit.